

# Amending a PCS Order

## Introduction

This guide provides the procedures on how to Amend a PCS Order that is in a Finished status. If a PCS Order is NOT in a Finished status, changes can be made without being in Amend mode.

**CANCELLATIONS:** Assignment Officers can cancel PCS orders in an Authorized or Ready Status. SPOs can cancel PCS orders in an En Route or Finished status.

## Before you begin

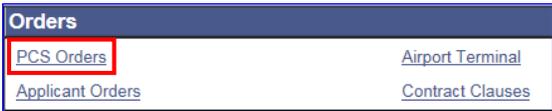
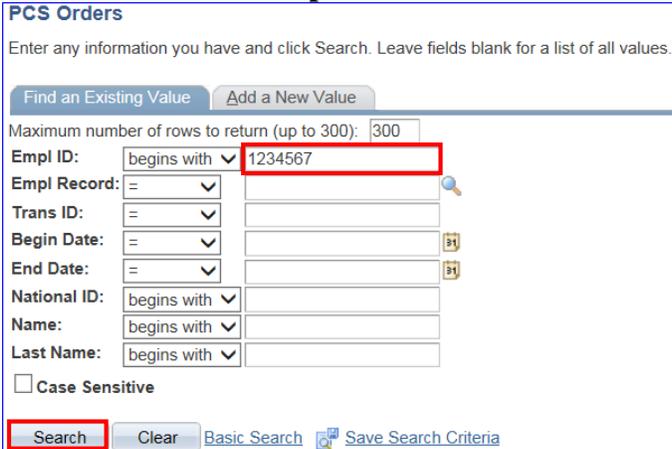
It is good practice to check Job Data and verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending the PCS Order.

## After a PCS Order is amended

When a PCS Order is amended and approved, it should update the PCS Transfer row that was initially created in Job Data. If the Report Date is being Amended, the SPOs must verify that the Transfer Job Row was updated with the new Report Date. The SPOs must also update the existing BAH row with the new effective date as well as any other Pay Entitlements that may be affected. If leave was affected by the change, verify the member's leave balance was adjusted accordingly.

## Procedures

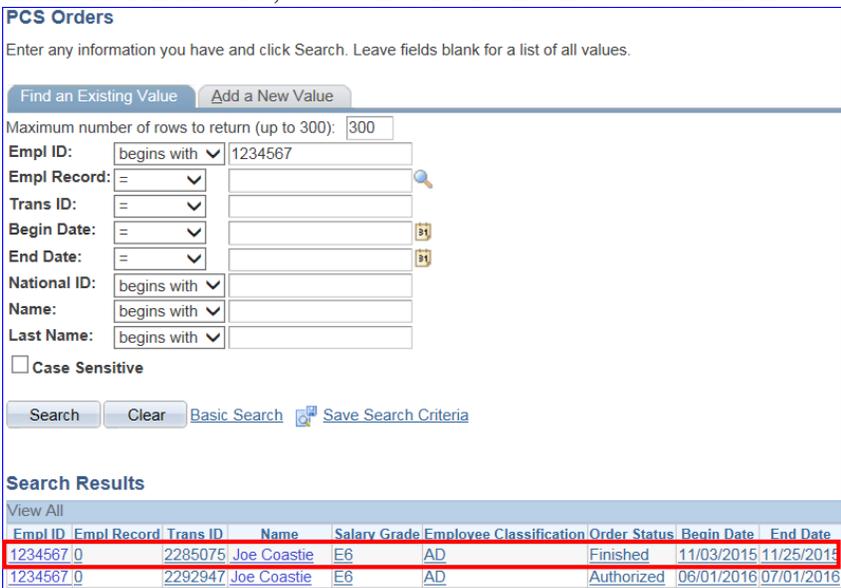
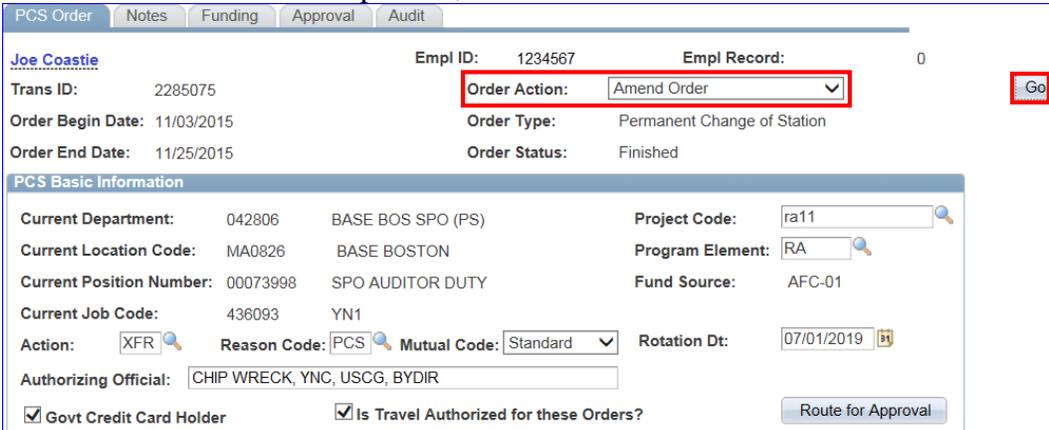
See below.

Step	Action
1	<p>Click the <b>PCS Orders</b> link located in the Orders pagelet.</p> 
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Amending a PCS Order, Continued

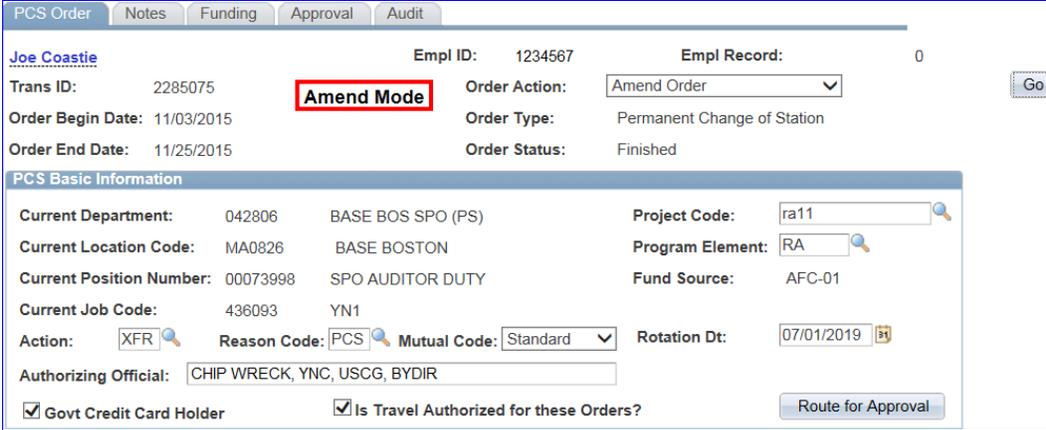
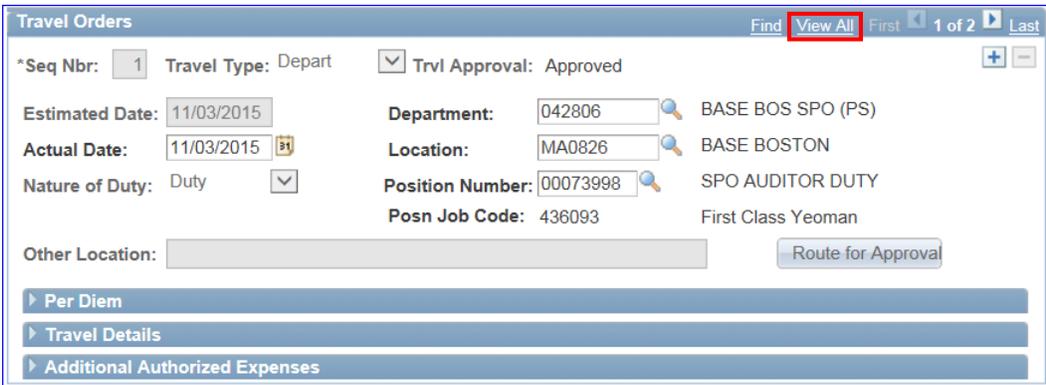
Procedures,  
continued

Step	Action																											
<p><b>3</b></p>	<p>In the Search Results, select the orders that need to be Amended.</p>  <p><b>PCS Orders</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with 1234567</p> <p>Empl Record: =</p> <p>Trans ID: =</p> <p>Begin Date: =</p> <p>End Date: =</p> <p>National ID: begins with</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p><b>Search Results</b></p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2285075</td> <td>Joe Coastie</td> <td>E6</td> <td>AD</td> <td>Finished</td> <td>11/03/2015</td> <td>11/25/2015</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2292947</td> <td>Joe Coastie</td> <td>E6</td> <td>AD</td> <td>Authorized</td> <td>06/01/2016</td> <td>07/01/2016</td> </tr> </tbody> </table>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	1234567	0	2285075	Joe Coastie	E6	AD	Finished	11/03/2015	11/25/2015	1234567	0	2292947	Joe Coastie	E6	AD	Authorized	06/01/2016	07/01/2016
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<p><b>4</b></p>	<p>From the <b>Order Action</b> drop down, select <b>Amend Order</b> and then click <b>Go</b>.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p><b>Joe Coastie</b> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2285075 <b>Order Action:</b> Amend Order <b>Go</b></p> <p>Order Begin Date: 11/03/2015 Order Type: Permanent Change of Station</p> <p>Order End Date: 11/25/2015 Order Status: Finished</p> <p><b>PCS Basic Information</b></p> <p>Current Department: 042806 BASE BOS SPO (PS) Project Code: ra11</p> <p>Current Location Code: MA0826 BASE BOSTON Program Element: RA</p> <p>Current Position Number: 00073998 SPO AUDITOR DUTY Fund Source: AFC-01</p> <p>Current Job Code: 436093 YN1</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2019</p> <p>Authorizing Official: CHIP WRECK, YNC, USCG, BYDIR</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p>																											

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# Amending a PCS Order, Continued

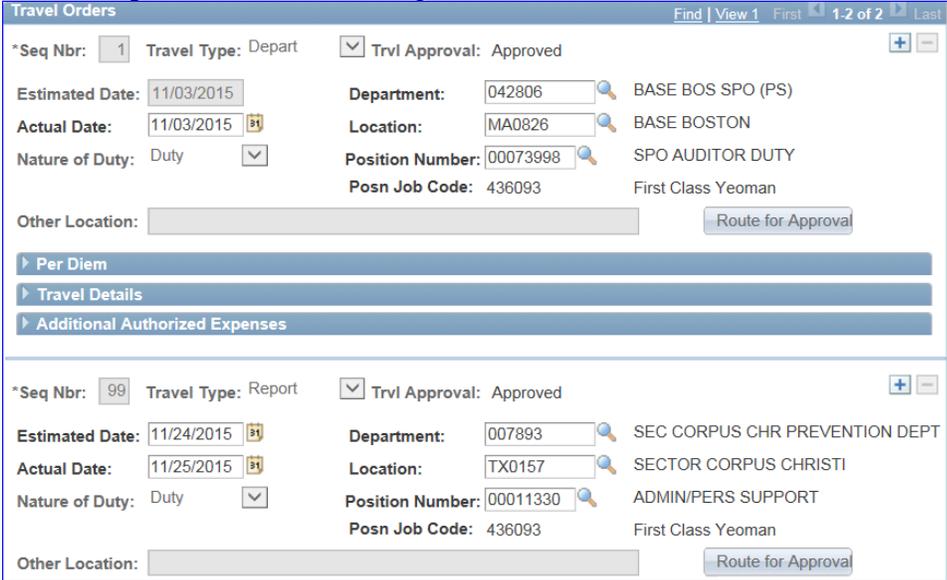
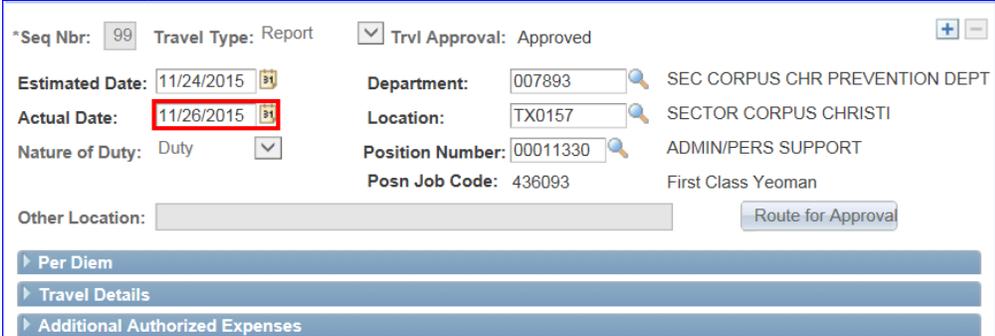
Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>The order will then be in Amend Mode and can be edited.</p>  <p>The screenshot shows the PCS Order Amend Mode interface for Joe Coastie. The 'Amend Mode' label is highlighted in red. The interface includes fields for Trans ID (2285075), Order Begin Date (11/03/2015), Order End Date (11/25/2015), Empl ID (1234567), and Empl Record (0). The Order Action is set to 'Amend Order'. The PCS Basic Information section shows Current Department (042806 BASE BOS SPO (PS)), Current Location Code (MA0826 BASE BOSTON), Current Position Number (00073998 SPO AUDITOR DUTY), and Current Job Code (436093 YN1). The Action is XFR, Reason Code is PCS, Mutual Code is Standard, and Rotation Dt is 07/01/2019. The Authorizing Official is CHIP WRECK, YNC, USCG, BYDIR. There are checkboxes for 'Govt Credit Card Holder' and 'Is Travel Authorized for these Orders?'. A 'Route for Approval' button is visible.</p>
<p><b>6</b></p>	<p>Scroll down to the <b>Travel Orders</b> section and click <b>View All</b> to open both travel rows.</p>  <p>The screenshot shows the Travel Orders section. The 'View All' button is highlighted in red. The interface includes a search bar with 'Find' and 'View All' buttons. The *Seq Nbr is 1, Travel Type is Depart, and Trvl Approval is Approved. The Estimated Date is 11/03/2015, Actual Date is 11/03/2015, and Nature of Duty is Duty. The Department is 042806 BASE BOS SPO (PS), Location is MA0826 BASE BOSTON, Position Number is 00073998 SPO AUDITOR DUTY, and Posn Job Code is 436093 First Class Yeoman. There is an 'Other Location' field and a 'Route for Approval' button. Below the main form are three expandable sections: 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'.</p>

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# Amending a PCS Order, Continued

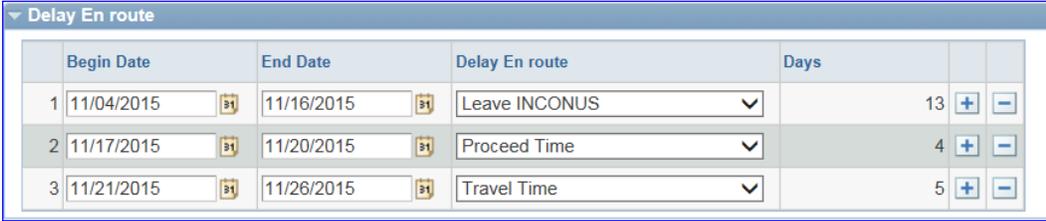
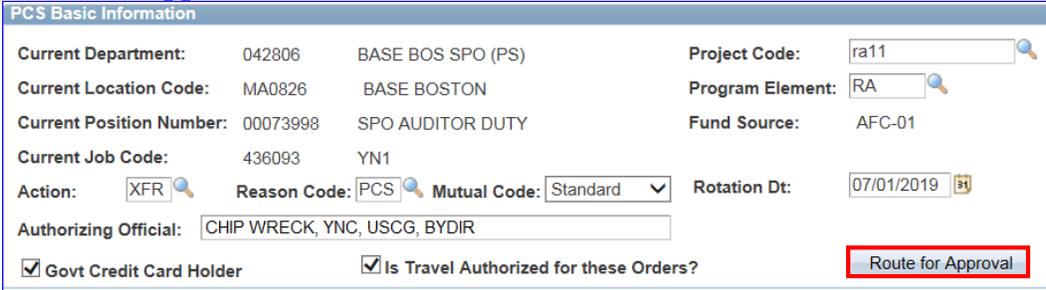
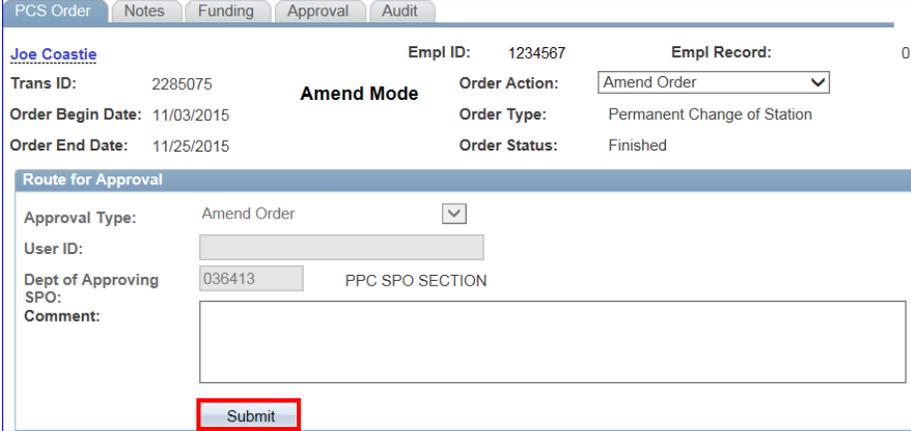
Procedures,  
continued

Step	Action
7	<p>Both the Actual Depart and Report Dates can be changed. In this scenario, the Actual Report Date will be changed.</p> 
8	<p>Enter the new Report Date in the <b>Actual Date</b> field. When finished, scroll down to the <b>Delay En route</b> section.</p> 

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# Amending a PCS Order, Continued

Procedures,  
continued

Step	Action																												
<p><b>9</b></p>	<p>Update the <b>Delay En route</b> by editing the existing dates and/or using the Plus and Minus buttons.</p>  <table border="1" data-bbox="370 583 1416 804"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/04/2015</td> <td>11/16/2015</td> <td>Leave INCONUS</td> <td>13</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>11/17/2015</td> <td>11/20/2015</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>11/21/2015</td> <td>11/26/2015</td> <td>Travel Time</td> <td>5</td> <td>+</td> <td>-</td> </tr> </tbody> </table>		Begin Date	End Date	Delay En route	Days			1	11/04/2015	11/16/2015	Leave INCONUS	13	+	-	2	11/17/2015	11/20/2015	Proceed Time	4	+	-	3	11/21/2015	11/26/2015	Travel Time	5	+	-
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3	11/21/2015	11/26/2015	Travel Time	5	+	-																							
<p><b>10</b></p>	<p>When finished, scroll up to the <b>PSC Basic Information</b> section and select the <b>Route for Approval</b> button.</p>  <p><b>PSC Basic Information</b></p> <p>Current Department: 042806 BASE BOS SPO (PS) Project Code: ra11</p> <p>Current Location Code: MA0826 BASE BOSTON Program Element: RA</p> <p>Current Position Number: 00073998 SPO AUDITOR DUTY Fund Source: AFC-01</p> <p>Current Job Code: 436093 YN1</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2019</p> <p>Authorizing Official: CHIP WRECK, YNC, USCG, BYDIR</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders?</p> <p><b>Route for Approval</b></p>																												
<p><b>11</b></p>	<p>Click the <b>Submit</b> button and the transaction will be routed to the SPO Tree for approval.</p>  <p>PCS Order   Notes   Funding   Approval   Audit</p> <p><b>Joe Coastie</b> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2285075 Amend Mode Order Action: Amend Order</p> <p>Order Begin Date: 11/03/2015 Order Type: Permanent Change of Station</p> <p>Order End Date: 11/25/2015 Order Status: Finished</p> <p><b>Route for Approval</b></p> <p>Approval Type: Amend Order</p> <p>User ID: [ ]</p> <p>Dept of Approving SPO: 036413 PPC SPO SECTION</p> <p>Comment: [ ]</p> <p><b>Submit</b></p>																												