

Permanent Change of Station (PCS) HR Pro Overview

Responsibilities and Resources

1. PHASE 1: Initiating

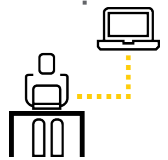
- a. CONUS
 - HRC initiates PCS assignment (email notification to Member)
 - Leader initiates PCS Award(s) at losing Units.
- b. OCONUS
 - HRC initiates PCS assignment (email notification to Member)
 - Member must initiate EFMP (Conducted outside of IPPS-A but orders will not be cut until complete).
- c. UPKs: Submit an Award Recommendation PAR

2. PHASE 2: Confirming

- a. S1s validate Member Elections for gaining Units.
 - MPDs issue Orders to Members (email notification to Member).
 - Gaining Units notified.
- b. S1s resolve or reassign CRM cases assigned to SM at losing Units.
- c. Job Aid(s): Re-Initiate Member Elections, MPD Smartbook
- d. UPK(s): Modify Assignment Entitlements and Additional Instructions

3. PHASE 3: Planning

- a. S1s assist with Absence Request
 - PCS Events Absence Request must be linked to the related PCS Assignment.
 - PCS Events Absence Request must end the day before their assignment arrival date.
 - System will automatically count travel days in calculation.
 - "05-PCS Events" type must be selected to start the PCS Absence, then the appropriate reason(s) can be selected in any order, such as for Temporary Duty (TDY) Enroute, House Hunting, etc.
- b. If the Member's PCS Assignment arrival date changes or any other changes are made, the approved PCS Events Absence must be canceled and a new PCS Events Absence must be reapproved with the updated Related Assignment (Anytime an Assignment ID changes, there needs to be a new PCS Absence Request submitted).
- c. If the Member is departed from losing Unit, the losing S1 needs to revoke the departure and have the Member re-submit updated PCS Events Absence, or request losing S1 submit on behalf of Member.
- d. Reference(s): User Manual (Ch. 12), User Manual Process 23-3 Create a PCS Events Absence
- e. Job Aid(s): Monitor Approvals, Submitting a PCS Event (Absence Type: 05-PCS Events) Quicksheet, TDY Enroute
- f. UPK(s): Create a PCS Absence Request, View and Amend a PCS Absence Request



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Responsibilities and Resources, cont.

4. PHASE 4: Departing

- a. S1s work with commanders to ensure approved Awards to SM are complete before departing (Once SM is departed S1 will lose the ability to release the award).
- b. S1s close out all pending actions, including any open Personnel Actions Requests (PARs).
- c. S1s depart Members at losing Unit.
- d. Job Aid(s): Member Arrival and Departure, Temporary Duty (TDY) Enroute
- e. Replays: Depart Member to Assignment
- f. UPK(s): Depart a Member, Verify PCS Absence Using InTransit Grid During Departure Processing

5. PHASE 5: Arriving

- a. Early Arrival: Last day of leave must be day before report date. If a Member arrives early, make the appropriate adjustments in InTransit Grid and not the approved PCS Events Absence.
- b. Diverting: If SM is diverted enroute, S1 must change Assignment ID to relink the PCS Events Absence related assignment.
- c. S1s arrive and slot Members at gaining Units.
- d. Job Aid(s): Member Arrival and Departure
- e. Replays: Arrive Member to Assignment
- f. UPK(s): Update PCS Absence Using the InTransit Grid During Arrival Processing



Monthly Business Analytics: S1s must review Unit metrics to ensure accountability.

- a. Job Aid(s): Service for Analytics and Business Intelligence Reports (SABIR) Overview, Absence Analytics, SABIR FTL/FTG
- b. Replays: SABIR Overview: Force Composition, SABIR Overview: Unit Strength & Readiness



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