

Permanent Change of Station (PCS) HR Pro Overview

Responsibilities and Resources

1. PHASE 1: Initiating

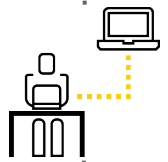
- a. CONUS
 - HRC initiates PCS assignment (email notification to Member)
 - Leader initiates PCS Award(s) at losing Units.
- b. OCONUS
 - HRC initiates PCS assignment (email notification to Member)
 - Leader initiates PCS Award(s) at losing Unit.
 - Member must initiate FMTS* and E-EFMP**, if required. (Conducted outside of IPPS-A but orders will not be cut until complete).
- c. UPK(s)***: 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 Entitlements on a Draft Assignment

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. Only HR Pros are authorized to modify travel days.
 - "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 House Hunting, etc.
- b. If the Member's PCS Assignment arrival date changes or any other changes are made, the approved PCS Events Absence no longer needs to be canceled. However, Members will verify their Assignment ID and PCS Events Absence align; reflecting the changes made to their PCS Assignment.
- c. Reference(s): User Manual (Ch. 12), User Manual Process 23-3 Create a PCS Events Absence
- d. Job Aid(s): Monitor Approvals, Submitting a PCS Event (Absence Type: 05-PCS Events) Quicksheet, TDY Enroute
- e. UPK(s): Create a PCS Absence Request, View and Amend a PCS Absence Request



Learn more at: <https://ipps-a.army.mil/>

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Responsibilities and Resources, cont.

4. PHASE 4: Departing

- 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).
- S1s close out all pending actions, including any open Personnel Actions Requests (PARs).
- S1s depart Members at losing Unit.
- Job Aid(s): [Member Arrival and Departure](#), [TDY Enroute](#)
- Replays: [Depart Member to Assignment](#)
- UPK(s): [Depart a Member](#), [Verify PCS Absence Using InTransit Grid During Departure Processing](#)

5. PHASE 5: Arriving

- 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.
- Diverting: If SM is diverted enroute, S1 must amend the Member's PCS Member Assignment via the InTransit Grid and update Assignment ID to reflect PCS Events Absence.
- S1s arrive and slot Members at gaining Units.
- Reference(s): User Manual (Ch. 1), Process 1-4 View the Submitted FIDs/TINs Report
- Job Aid(s): [Member Arrival and Departure](#), [Pay Personnel Mismatch Report](#)
- Replays: [Arrive Member to Assignment](#)
- UPK(s): [Update PCS Absence Using the InTransit Grid During Arrival Processing](#)



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

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

*FMTS: Family Member Travel Screening

**E-EFMP: Enterprise Exceptional Family Member Program

***UPKs: User Productivity Kits are in the IPPS-A [demo server](#) and provide steps on performing transactions.

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