

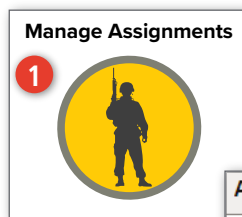
# TDY ENROUTE JOB AID

This Job Aid assists HR Professionals in creating a Temporary Duty (TDY) Event and Permanent Change of Station (PCS) Events Absence for Members TDY Enroute to a PCS Assignment. To ensure Members are not charged absence days for the period they were attending a course, TDY Event Begin and End Dates must occur before the start of the PCS Event.

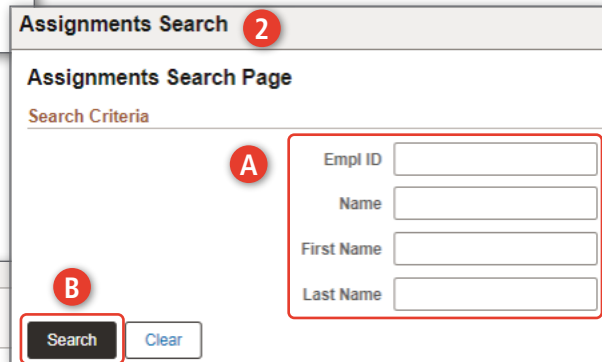
The purpose of TDY is to provide location and time information for duty conducted outside of the Member's permanent duty station.

## Create TDY Events

1. Navigate to the **Manage Assignments** tile.
2. Screen displays **Assignments Search** landing page.
  - 2A. Enter desired information for Member.
  - 2B. Select **Search**.
3. Screen displays **Current/Approved** assignment landing page.
  - 3A. Select **Other Actions** drop-down on current arrived assignment.
  - 3B. Select **TDY Event**.



*NOTE: Member's temporary assignment has been created for school and has an approved PCS assignment.*



**Current/Approved** 3

Name: PV2 SARA ADAMS  
Empl ID: 0000000000

**Current/Approved**

Business Unit: US Army Active Component  
Component Category: ACMS-Indiv Acct-Transients  
UIC: W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR  
Location: FT MOORE  
Job Code: E09B TRAINEE UNASSIGNED  
Position: 00000000 Initial Active Duty Tng (IADT)  
Duty Status: Present for Duty  
Duty Status Attribute

**Permanent Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
000000000	Arrived	Active	PCA	03/08/2024	W2L5F1	00000000
Online Asg			Reassignment	11/07/2024	W2L5 198TH 50 IN 01 BN CO A TR	Initial Act
000000000	Approved	Active	PCS	11/08/2024	WABPAA	00000000
JO			Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard

**Temporary Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC
000000000	Approved	Active	ASG	08/23/2024	W1HC9J
Online Asg			SCH	09/27/2024	W1HC RTB 507 1 BN CO B STENL

**Actions**

- Curtail/Extend
- Depart Member
- Revoke Arrival
- Revoke Amendment
- Position Change
- TDY Event**
- Update Training Status
- Update Component Category
- Update Position Qualification
- Amend Dependents
- Reset ESTABID

**Create TDY Events CONTINUED**

4. The **TDY Administration** screen displays.
  - 4A. Enter Begin and End Date fields by selecting the **Calendar Icon**.
  - 4B. Select **TDY Type** drop-down; Select **Perm Chg Sta** (Permanent Change Station).
  - 4C. Select **TDY Purpose** drop-down; Select **Training Attendance**.
  - 4D. Select **Location Code** magnifying glass. Select applicable location code.
  - 4E. Select **Save**.



*NOTE: HR Professional must refer to the the date range from Defense Travel System (DTS) located on the DD Form 1610 "Request and Authorization for TDY Travel of DoD Personnel," and input those dates in the TDY Event Begin and End Date fields. Authorized Travel (AT) days are manually added within the date range in DTS.*



*NOTE: HR Professional navigates to the Pay-Absence-Incent-Ded (PAID) tile to request PCS Events Absence for Member.*

**TDY Administration** 4

---

**TDY Administration**

**TDY Header**

Empl ID	000000000	TDY ID	1
Name	PV2 SARA ADAMS		

**TDY Detail**

Seq# 0    Status    Last Updated By

Begin Date 08/23/2024 📅    End Date 09/27/2024 📅    Last Updated Date/Time

Days

B \*TDY Type Perm Chg Sta ▼

C \*TDY Purpose Training Attendance ▼

PERSTEMPO Category IND TNG

**ACT Assignment Information**

ACT Assignment ID 000000000  
[Assignment Data](#)

**Locations**

Location Code	Description	Country	City	State	Start Date	End Date	Days		
1 00006790 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">🔍</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px; color: red; font-weight: bold;">D</span>	MOORE	USA	FT MOORE	GA	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">08/23/2024</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">📅</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">09/27/2024</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">📅</span>	36	+	-

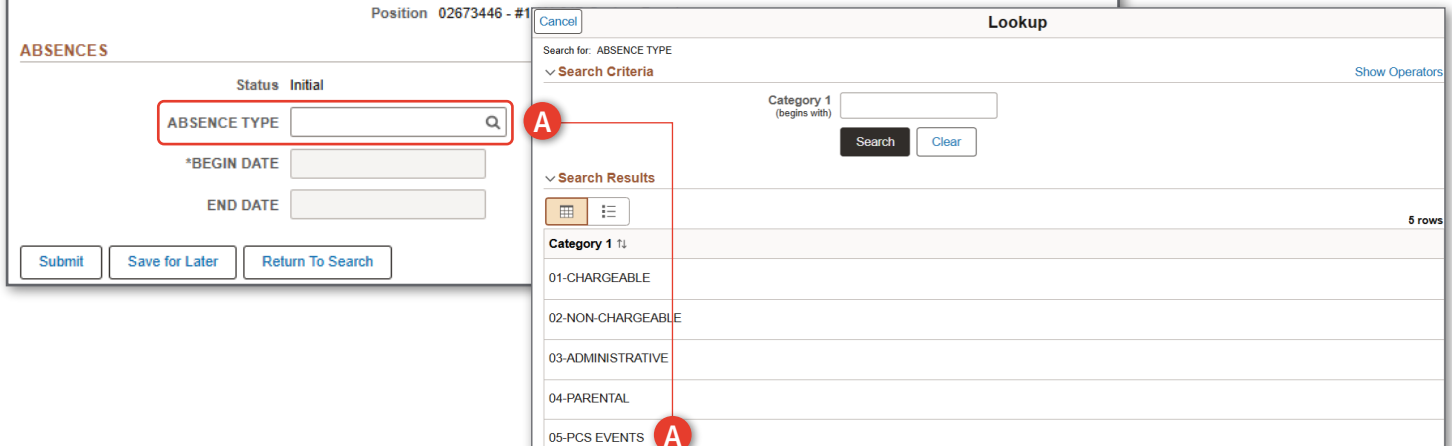
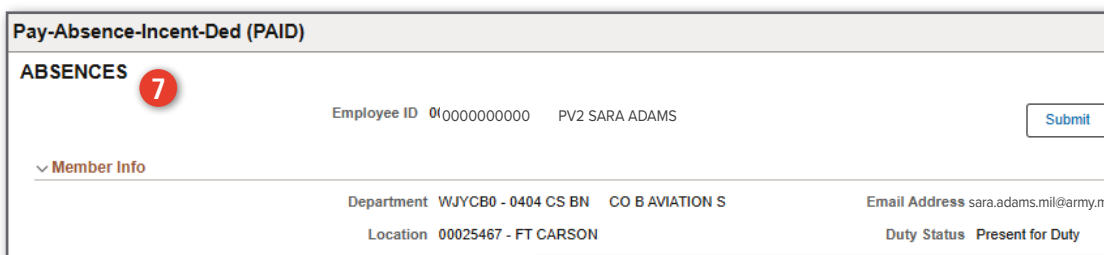
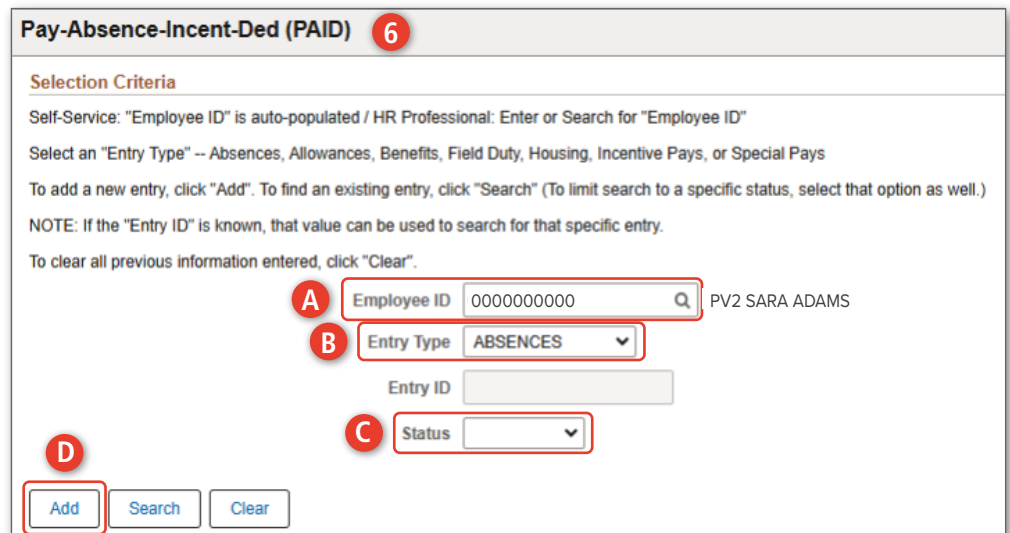
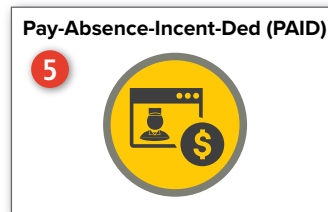
TDY attachments functionality has been removed

E

Save Notify

**Create PCS Events Absence**

5. Navigate to the **PAID** tile.
6. The **PAID** screen displays.
  - 6A. Select **Employee ID** magnifying glass. Search for desired Member.
  - 6B. Select Entry Type drop-down and select **ABSENCES**.
  - 6C. Leave **Status** field blank.
  - 6D. Select **Add**.
7. The **Absences** landing page displays.
  - 7A. Select the **Absence Type** magnifying glass. The lookup tool displays. Select **PCS Events**.



**Create PCS Events Absence CONTINUED**

7B. The **Absence Reason** populates automatically to **01-PCS Entries**.

7C. Select the **PCS Type** magnifying glass icon. The lookup tool displays. Make applicable selection.

7D. Enter Begin and End Date fields by selecting the **Calendar Icon**.

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES**

Employee ID 000000000 PV2 SARA ADAMS Submit

▼ **Member Info**

Department WJYCB0 - 0404 CS BN CO B AVIATION S      Email Address sara.adams.mil@army.mil  
 Location 00025467 - FT CARSON      Duty Status Present for Duty  
 Position 02673446 - #1 AH-64D System Repairer

---

**ABSENCES**

Status Initial

ABSENCE TYPE 05-PCS EVENTS

**B** ABSENCE REASON 01-PCS ENTRIES

**C** PCS TYPE

\*BEGIN DATE

END DATE

**Instructions**  
Please choose your PCS Type:

- **NON-PARENTAL:** Choose this PCS Type if you are not intending to use a
- **PARENTAL:** Choose this PCS Type if any of the Absences in this PCS Ent

**Lookup**

Search for: PCS TYPE

▼ Search Criteria Show Operators

Category 3 (begins with)

▼ Search Results

Category 3 ↓ 2 rows

NON-PARENTAL
PARENTAL

**C** (points to the calendar icon in the lookup results)

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES**

Employee ID 000000000 PV2 SARA ADAMS Submit

▼ **Member Info**

Department WJYCB0 - 0404 CS BN CO B AVIATION S      Email Address sara.adams.mil@army.mil  
 Location 00025467 - FT CARSON      Duty Status Present for Duty  
 Position 02673446 - #1 AH-64D System Repairer

---

**ABSENCES**

Status Initial

ABSENCE TYPE 05-PCS EVENTS

ABSENCE REASON 01-PCS ENTRIES

PCS TYPE NON-PARENTAL

\*BEGIN DATE 04/01/2026

END DATE 05/19/2026

**D** (points to the calendar icon next to the end date)

**Instructions**  
This Absence Reason is used to collect all Absences a Member ta

**PCS Entries Guidelines:**

- The "BEGIN DATE" & "END DATE" fields are used to capture the
- arrive early.
- In the "Additional Information" below, three Absence Reasons n
- Please use ONLY "Absence 1 Reason", "Absence 2 Reason", "
- All Absences must be contiguous (if multiple absences are e

**NOTE:** This entry will create the individual Absences once approv


**Travel Information** Authorized travel dates are strictly dependent

- Calculation of travel time can be found in JTR, par. 050205; htt
- Distance of travel can be calculated using Defense Table of Off

**Create PCS Events Absence CONTINUED**

- 7E. Select the **Related Assignment** magnifying glass. Select applicable PCS assignment.
- 7F. Enter applicable information in the **Contact Name**, **Contact Phone**, and **Leave Address** fields.
- 7G. Select the **Geoloc Code** magnifying glass. Enter desired information and make applicable selection.
- 7H. Select **Absence 1 Reason** magnifying glass. Make applicable selection.

- 7I. Enter **Absence 1 Begin** and **Absence 1 End Date** fields by selecting the Calendar Icon.
- 7J. Follow steps G-H if entering **Absence 2 Reason**.
- 7K. Follow steps G-H if entering **Absence 3 Reason**.
- 7L. Enter applicable **Comments**.
- 7M. Add applicable attachments.
- 7N. Select **Submit**.

 **NOTE:** HR Professionals must set the Begin Date to the day after the Member's course is completed and the End Date to the day before the Member's scheduled report date. Do not use Absence 4 Reason.

**Additional Information**  
Duration: 49 Leave Balance: 62 as of 01/23/2026 -- Source:DJMS-AC

**Entry Details**

Supervisor Id

**E** \*Related Assignment   Begin Date: 05/20/2026

**F** \*Contact Name

\*Contact Phone

\*Leave Address

\*Geoloc Code   **G** AMA, AL, USA

**H** \*Absence 1 Reason

\*Absence 1 Begin Date

\*Absence 1 End Date

**J** Absence 2 Reason

Absence 2 Begin Date

Absence 2 End Date

**K** Absence 3 Reason

Absence 3 Begin Date

Absence 3 End Date

Absence 4 Reason

Absence 4 Begin Date

Absence 4 End Date

**L** Comments

**M** Attachments

Attach	View	Attached File	*Description
<input type="button" value="Attach"/>	<input type="button" value="View"/>		

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES**

Employee ID 000000000 PV2 SARA ADAMS **N**

**Member Info**

Department WJYCB0 - 0404 CS BN CO B AVIATION S Email Address sara.adams.mil@army.mil

Location 00025467 - FT CARSON Duty Status Present for Duty

Position 02673446 - #1 AH-64D System Repairer

**ABSENCES**

Status	Initial
ABSENCE TYPE	<input type="text" value="05-PCS EVENTS"/> <input type="button" value="Q"/>
ABSENCE REASON	<input type="text" value="01-PCS ENTRIES"/>
PCS TYPE	<input type="text" value="NON-PARENTAL"/>

**Instructions**  
This Absence Reason is used to collect all Absences a Member takes while  
**PCS Entries Guidelines:**  
• The "BEGIN DATE" & "END DATE" fields are used to capture the entire of arrive early.  
• In the "Additional Information" below, three Absence Reasons may be ent

**Execute Arrival and Departure Transactions**

**Pay-Absence-Incent-Ded (PAID)**

**Selection Criteria**

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID:  PV2 SARA ADAMS


Entry Type:


Entry ID:

Status:

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
0000000000	PV2 SARA ADAMS	00000000	1	05-PCS EVENTS	PCS ABSENCE		04/21/2026	05/19/2026	Approved	
0000000000	PV2 SARA ADAMS	00000000	1	05-PCS EVENTS	HOUSE HUNTING		04/11/2026	04/20/2026	Approved	
0000000000	PV2 SARA ADAMS	00000000	1	05-PCS EVENTS	EMERGENCY ABS		04/01/2026	04/10/2026	Approved	
0000000000	PV2 SARA ADAMS	00000000	1	05-PCS EVENTS	01-PCS ENTRIES	NON-PARENTAL	04/01/2026	05/19/2026	Approved	

15 rows

 NOTE: HR Professional verifies PCS Events Absence is approved.

 NOTE: HR Professional navigates to the Members Current/Approved assignment page. HR Professional will Depart Member from current arrived assignment and Arrive the Member to their temporary school assignment. HR Professional will Depart Member from Temporary school assignment upon completion and arrive Member back to departed assignment.

**Current/Approved**

Name: PV2 SARA ADAMS  
Empl ID: 0000000000

**Current/Approved**

**Organizational Instance**

Business Unit: US Army Active Component  
Location: FT MOORE  
Component Category: ACMS-Indv Acct-Students  
Job Code: E09B TRAINEE UNASSIGNED  
UIC: W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR  
Position: 00000000 Initial Active Duty Tng (IADT)  
Duty Status: Absence  
Duty Status Attribute

**Permanent Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
0000000000 Online Asg	Departed	Active	PCA Reassignment	03/08/2024 11/07/2024	W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR	00000000 Initial Active Duty Tng (IADT)	00042140 FT MOORE
0000000000 JO	Approved	Active	PCS Accession	11/08/2024 07/28/2028	WABPAA 0503 IN BN 01 INFANTRY BATTAL	00000000 Standard Excess	00098986 VICENZA

**Temporary Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
0000000000 Online Asg	Arrived	Active	ASG SCH	08/23/2024 09/27/2024	W1HC9J W1HC RTB 507 1 BN CO B STENL	07768017 Student	00041059 FT MOORE

**Execute Arrival and Departure Transactions CONTINUED**

- 8. The **Current/Approved** landing page displays.
  - 8A. Select the **Other Actions** drop-down on the arrived assignment;  
Select **Depart Member**.
  - 8B. Screen displays the Assignment Transit grid with Members PCS Leave and TDY Event Calculation; **Submit Departure**.

**Current/Approved** 8

Name: PV2 SARA ADAMS  
Empl ID: 0000000000

**Current/Approved**

Pending/Working

Completed

Cancelled

**Organizational Instance**

Business Unit: US Army Active Component  
Component Category: ACMS-Indiv Acct-Transients  
UIC: W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR

**Permanent Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
000000000 Online Asg	Arrived	Active	PCA Reassignment	03/08/2024 11/07/2024	W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR	00000 Initial A
000000000 JO	Approved	Active	PCS Accession	11/08/2024 07/28/2028	WABPAA 0503 IN BN 01 INFANTRY BATTAL	00000 Stand

**Temporary Assignments**

[Return to Search](#)

**Actions**

- Curtail/Extend
- Depart Member
- Revoke Arrival
- Revoke Amendment
- Position Change
- TDY Event
- Update Training Status
- Update Component Category
- Update Position Qualification
- Amend Dependents
- Reset ESTABID

**Arrivals/Departures**

Submit Departure B

**Assignment Header Information**

Assignment: Permanent  
Employee Record: 0  
Assignment Status: Arrived On Assignment  
Workflow Status: Approved

Assignment ID: 000000000  
Assignment Seq: 3  
User Action: 8001 System Curtail/ Extend  
Stat Auth

**Assignment Transit**

In Transit Type	Calculated Days	Days Adjustment	Status	Approval Status	DTOD Mileage	Last Updated By	Last Updated
1 PCS Leave	41	0	Active		0	0000000000.01	12/19/24 4:28:00PM
2 TDY Event	36	0	Active		0	0000000000.01	12/19/24 4:28:00PM

**Execute Arrival and Departure Transactions CONTINUED**

- 8C. Select the **Other Actions** drop-down on the approved PCS assignment;  
Select **Arrive Member**.
- 8D. A Defense Table of Official Distances (DTOD) notification displays for  
Outside the Continental United States (OCONUS) assignments; Select **OK**.

**Current/Approved**

Name: PV2 SARA ADAMS  
Empl ID: 0000000000

**Current/Approved** | Pending/Working | Completed | Canceled

Organizational Instance

Business Unit: US Army Active Component  
Component Category: ACMS-Indiv Acct-Transients  
UIC: W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
000000000 Online Asg	Departed	Active	PCA Reassignment	03/08/2024 11/07/2024	W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR	00000000 Initial Activ
000000000 JO	Approved	Active	PCS Accession	11/08/2024 07/28/2028	WABPAA 0503 IN BN 01 INFANTRY BATTAL	00000000 Standard

**Actions**

- Deferment
- Curtail/Extend
- Revoke Assignment
- Location Change
- Arrive Member**
- Position Change
- TDY Event
- Asgn From Change
- Update Position Qualification
- Update RCE
- Amend Dependents
- Reset ESTABID

Other Actions [View Order](#)

**Arrivals/Departures**

Assignment Details | Member Elections | Add Instructions | Funding | Approvals/Eligibility | Comments/Attachments | Orders

Assignment Header Information

Assignment: Permanent | Assignment ID: 000000000  
Employee Record: 0 | Assignment Seq: 0  
Assignment Status: Approved | Workflow Status: Approved | User Action: 0000

Assignment Transit

InTransit Type	Calculated Days	Adjustment Days	Total Days	Status	Approval Status	DTOD Mileage	Last Updated By	Last Updated
1 Auth Trvl	0	0	0	Active		0	0000000000.01	12/19/2024 4:33:01PM
2 PCS Leave	41	0	41	Active		0	0000000000.01	12/19/2024 4:28:00PM
3 TDY Event						0	0000000000.01	12/19/2024 4:28:00PM

DTOD returned negative distance value for Origin Zip 31905 & Origin Region NorthAmerica To destination Zip 09630 & destination region Europe


Arrival Sequence# 1: A **D**

Assignment Arrivals

Arrival Sequence#	Arrival Date	Status	UIC	Last Updated By	Last Updated
1	11/08/2024	Active	0000000000	0000000000.01	12/19/2024 4:33:01PM

## Update In-Transit Grid and Submit Arrival

9. The Arrivals/Departures (In-transit Grid) screen displays.
  - 9A. Make applicable adjustments in the Auth Trvl (Authorized Travel) and/or PCS Leave **Adjustment Days** section.
  - 9B. Ensure the Members arrival date is correct under the **Arrival Date** section.
  - 9C. Select **Submit Arrival**.
10. The **Current/Approved** landing page refreshes to reflect the Member arrived.

 **NOTE:** The HR Professional and Member must ensure the In-Transit Grid (ITG) and Smart Voucher match before arrival submission.

**Arrivals/Departures** 9

Assignment Details **Submit Arrival** C

**Assignment Header Information**

Assignment Permanent Assignment ID 00000000  
 Employee Record 0 Assignment Seq 0  
 Assignment Status Approved User Action 0000  
 Workflow Status Approved

**Component Category** Training Status PE A PO Info


**Assignment Transit**

InTransit Type <span style="font-size: small;">T:</span>	Calculated Days <span style="font-size: small;">T:</span>	Adjustment Days <span style="font-size: small;">T:</span>	Total Days <span style="font-size: small;">T:</span>	Status <span style="font-size: small;">T:</span>	Approval Status <span style="font-size: small;">T:</span>	DTOD Mileage <span style="font-size: small;">T:</span>	Last Updated By <span style="font-size: small;">T:</span>	Last Updated <span style="font-size: small;">T:</span>
1 Auth Trvl	0	1	1	Active		0 0000000000.01		12/19/2024 4:41:05PM
2 PCS Leave	41	-39	2	Active		0 0000000000.01		12/19/2024 4:28:00PM
3 TDY Event	36	0	36	Active		0 0000000000.01		12/19/2024 4:28:00PM

**Assignment Arrivals** B

Arrival Sequence# <span style="font-size: small;">T:</span>	Arrival Date <span style="font-size: small;">T:</span>	Arrival Status <span style="font-size: small;">T:</span>	Assignment Departed From <span style="font-size: small;">T:</span>	Last Updated By <span style="font-size: small;">T:</span>	Last Updated <span style="font-size: small;">T:</span>
1	11/08/2024		000000000	0000000000.01	12/19/2024 4:40:44PM
2	10/01/2024	Active	000000000	0000000000.01	12/19/2024 4:41:05PM

**Current/Approved** 10


 Name PV2 SARA ADAMS  
Empl ID 0000000000

**Current/Approved** v **Organizational Instance**




Business Unit US Army Active Component Location VICENZA  
 Component Category ACMS-Force Structure Unit-Avail Pers Job Code 99999Z Over Strength  
 UIC WABPAA 0503 IN BN 01 INFANTRY BATTAL Position 00000000 Standard Excess  
Duty Status Present for Duty  
Duty Status Attribute

v **Permanent Assignments** Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Arrived	Active	PCS	10/01/2024	WABPAA	00000000	00089886	
JO			Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard Excess	VICENZA	Other Actions <a href="#">View Order</a>

 **NOTE:** The HR Professional must review the Member PCS Entries to ensure any adjustments made are reflected in the ITG. Additionally, reconcile the submitted Format Identifiers (FIDs), IPPS-A Reject, and Daily Report of Transactions (DROT) Reports.

## IPPS-A RESOURCES

-  Website
-  Training Aids
-  R3 Resources Demo Server