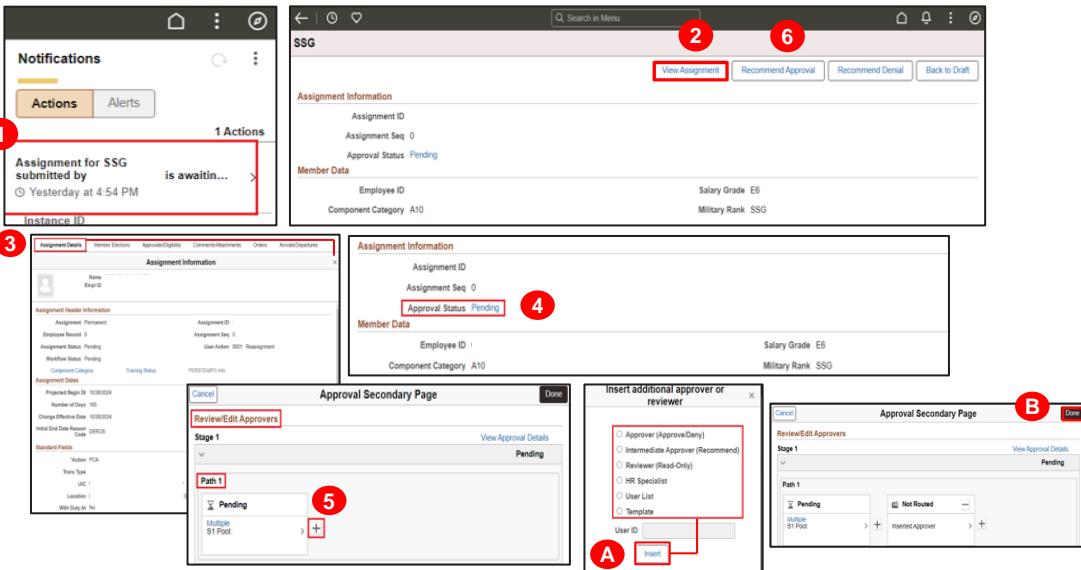


PCS Assignment Workflow and Approval Authority

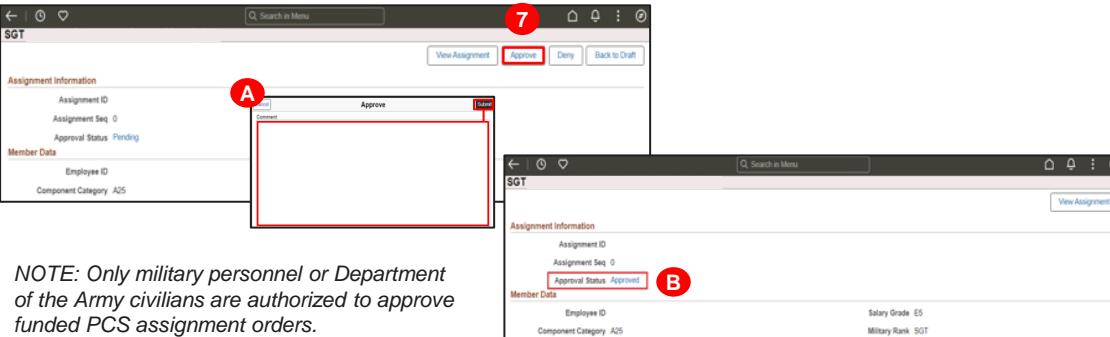
BLUF

An Army-wide compliance issue was identified with funded PCS orders approved by contractors at Military Personnel Divisions (MPDs). IPPS-A access roles allowed contractors to action orders, but by law only government personnel may approve orders that direct travel or obligate funds. Contractors may prepare and route PCS orders, but final approval must be completed by a military member or Department of the Army civilian.



1 Assignment for SSG submitted by is awaiting review. 2 View Assignment. 3 Assignment Details. 4 Approval Status Pending. 5 Review/Edit Approvers. 6 Recommend Approval. 7 Approve.

Final Approvers ONLY



1 Assignment for SSG submitted by is awaiting review. 2 View Assignment. 3 Assignment Details. 4 Approval Status Pending. 5 Review/Edit Approvers. 6 Recommend Approval. 7 Approve. A Approve. B Approved.

NOTE: Only military personnel or Department of the Army civilians are authorized to approve funded PCS assignment orders.

MPD HR Professionals must verify that Member Elections are completed, review assignment details, and review member entitlements to ensure accuracy.

Audience: MPD HR Professionals

- 1) Select the **Assignment** for applicable Member.
- 2) Select the **View Assignment** button.
- 3) Review each tab to ensure accuracy; Select **Close (X)** icon.
- 4) Select the **Pending** link.
- 5) Select the (+) icon to add additional reviewers and approvers.
 - 5A) Select additional **approver or reviewer**. Enter applicable User ID. Select **Insert**.
 - 5B) Select **Done**.
- 6) Select **Recommend Approval**.
- 7) *Select **Approve**.
 - 7A) Insert **Approval comment**. Select **Submit**.
 - 7B) **Assignment Approval Status** updated to **Approved**.

NOTE: If final approvers complete the entire action, they complete steps 1-3, skip steps 4-6, and then complete step 7. *Step 7 only applies to final approvers.

Training Resources: [Review an Assignment and Add Approvers to a Workflow](#) and [Approve/Deny an Assignment](#)

User Manual: [Chapter 12, Assignments](#)

CAT: HR Professional; **SUBCAT:** HR Professional

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