

## PCS/TDY Information

Due to unit sync and CAFRS network connectivity issues the primary means of getting CAFRS .pcs/.tdy files is via Manual PCS/TDY. Once that is complete, please email the file to the EAATS CAFRS Distro [ng.pa.paarng.list.eaats-cafrs-student@army.mil](mailto:ng.pa.paarng.list.eaats-cafrs-student@army.mil). Below are the necessary steps to follow:

In CAFRS v4.0.3.6:

- 1) Perform the TDY/PCS closeout.
- 2) Have closeout certified by the commander and print the 759 and 759-1's. Include 759-3 for fly for pay individuals. Place the forms in the IFRF.
- 3) On the tool bar click on the PCS/TDY button.
- 4) Select the individual and under Commands and select Manual.
- 5) After you select Manual then choose either TDY Out or PCS Out. Once transfer out is complete, e-mail PCS/TDY file to [ng.pa.paarng.list.eaats-cafrs-student@army.mil](mailto:ng.pa.paarng.list.eaats-cafrs-student@army.mil).
- 6) Please have SM bring their flight record (IFRF) along with current 2992.

**CHECK DUTY POSITION UPON RETURN FROM EAATS COURSE (this item changes while student is enrolled at EAATS).**