

INTRODUCING ARRIVALS AND DEPARTURES SYSTEM (ADS)

Tracking and management of PCS transfers for the 21st century,
made for the field, by the field.

BENEFITS FOR TRANSFERRING FAMILIES

- **Enter/update info once**, post reuses as needed.
- Electronic and paper **forms filled automatically**.
- Use it **anywhere**, even without OpenNet access.
- **Sensitive info restricted** to just those who need it for the transfer process.

The screenshot displays a task management interface. At the top, there are tabs for 'View' (Detail and Basic) and a 'Filter' section with 'Statuses' and 'Assigned to me'. Below this, a summary bar indicates '4 Tasks'. The main content area is divided into sections. The first section, 'Banking Information', shows a 'Print Form' button and a 'Status Completed' indicator. Below this, a '2 Tasks' section lists two completed tasks: 'Provide your banking institute information' and 'Authorize direct deposits to your banking institution', both completed by Francis Sailer. The final section shows two tasks assigned to Francis Sailer: 'Example supporting file as electronic form' and 'Example 2', both assigned to HR. The 'Example 2' task includes a 'Supporting Files' section with '1 File'.

ENTER/UPDATE PROFILE INFO ONCE

The screenshot displays the 'Arrivals & Departures' web application interface. The main content area is titled 'Test User's Profile' and includes a navigation menu with options: Employee, Identification, Appearance, Contacts, Passports, Vehicles, and Pets. The profile is organized into several summary sections:

- Contacts Summary:** Lists two contact entries for 'sailertest01@departmentofstate.onmicrosoft.com' with phone number '+ (1) 202-555-1212'.
- Address Summary:** Includes fields for Legal Address (355 Tester Lane, Citytest, Alaska 99999), Mailing Address (No Mailing Address has been provided.), Home Address (No Home Address has been provided.), Separation Address (No Separation Address has been provided.), and Home Leave Address (No Home Leave Address has been provided.).
- Passport Summary:** Shows one passport entry: 'Travel Passport, Diplomatic, Valid: 03/05/2018 - 03/06/2028'.
- Vehicles Summary:** Lists two vehicles: '1998 Nissan Pathfinder' (VIN #: 999999999999999Z, Blue) and '2004 Mercedes-Benz C280' (VIN #: 8888800001Z, Gold).
- Pet Summary:** Lists two pets: 'Pepper' (Dog - 2006 (DOB)) and 'Joy' (Cat - 2014 (DOB)).

The interface includes a left sidebar with navigation options like 'Home', 'History', 'New PCS Request', and 'Profile'. A top navigation bar shows the user is logged in as 'Test User'.

FORMS FILLED FROM PROFILE INFO WITH A CLICK

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Test User (12341234123)

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize <Example Form> to initiate automatic deposits to my account at the financial institution named below. I also authorize <Example Form> to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold <Example Form> responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until <Example Form> receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: Banko

Routing Number: 123414312432

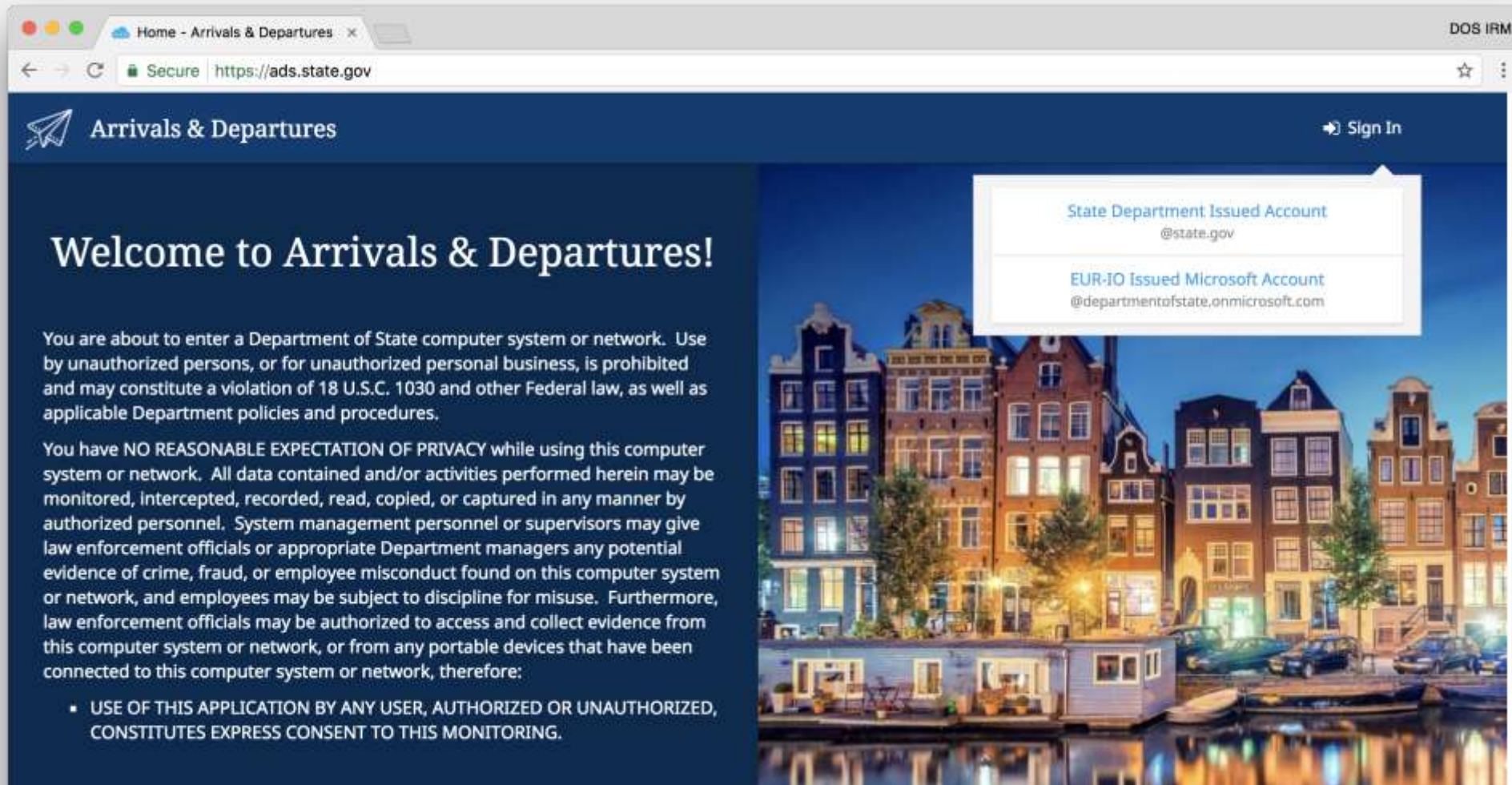
Account Number: 578567857865

Account Type: Checking

Signature

Authorized Signature: Test User [2018-03-19 23:16:39.427] Date: _____

SINGLE SIGN-ON FROM OPENNET AND INTERNET



The screenshot shows a web browser window with the URL <https://ads.state.gov>. The page title is "Home - Arrivals & Departures". The main heading is "Arrivals & Departures" with a "Sign In" button. A large blue banner contains the text "Welcome to Arrivals & Departures!" and a disclaimer about unauthorized access. A sign-in menu is open, showing two options: "State Department Issued Account @state.gov" and "EUR-IO Issued Microsoft Account @departmentofstate.onmicrosoft.com".

Home - Arrivals & Departures x

Secure <https://ads.state.gov>

Arrivals & Departures Sign In

Welcome to Arrivals & Departures!

You are about to enter a Department of State computer system or network. Use by unauthorized persons, or for unauthorized personal business, is prohibited and may constitute a violation of 18 U.S.C. 1030 and other Federal law, as well as applicable Department policies and procedures.

You have NO REASONABLE EXPECTATION OF PRIVACY while using this computer system or network. All data contained and/or activities performed herein may be monitored, intercepted, recorded, read, copied, or captured in any manner by authorized personnel. System management personnel or supervisors may give law enforcement officials or appropriate Department managers any potential evidence of crime, fraud, or employee misconduct found on this computer system or network, and employees may be subject to discipline for misuse. Furthermore, law enforcement officials may be authorized to access and collect evidence from this computer system or network, or from any portable devices that have been connected to this computer system or network, therefore:

- USE OF THIS APPLICATION BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING.

State Department Issued Account
@state.gov

EUR-IO Issued Microsoft Account
@departmentofstate.onmicrosoft.com

RESTRICTED ACCESS TO DATA FOR JOB FUNCTIONS ONLY

Edit Task: Provide Arrival Date
HR

Type Display Assignment **Permissions** Dependencies Deadlines Supporting Files

Users **Permissions**

Employee View/Edit

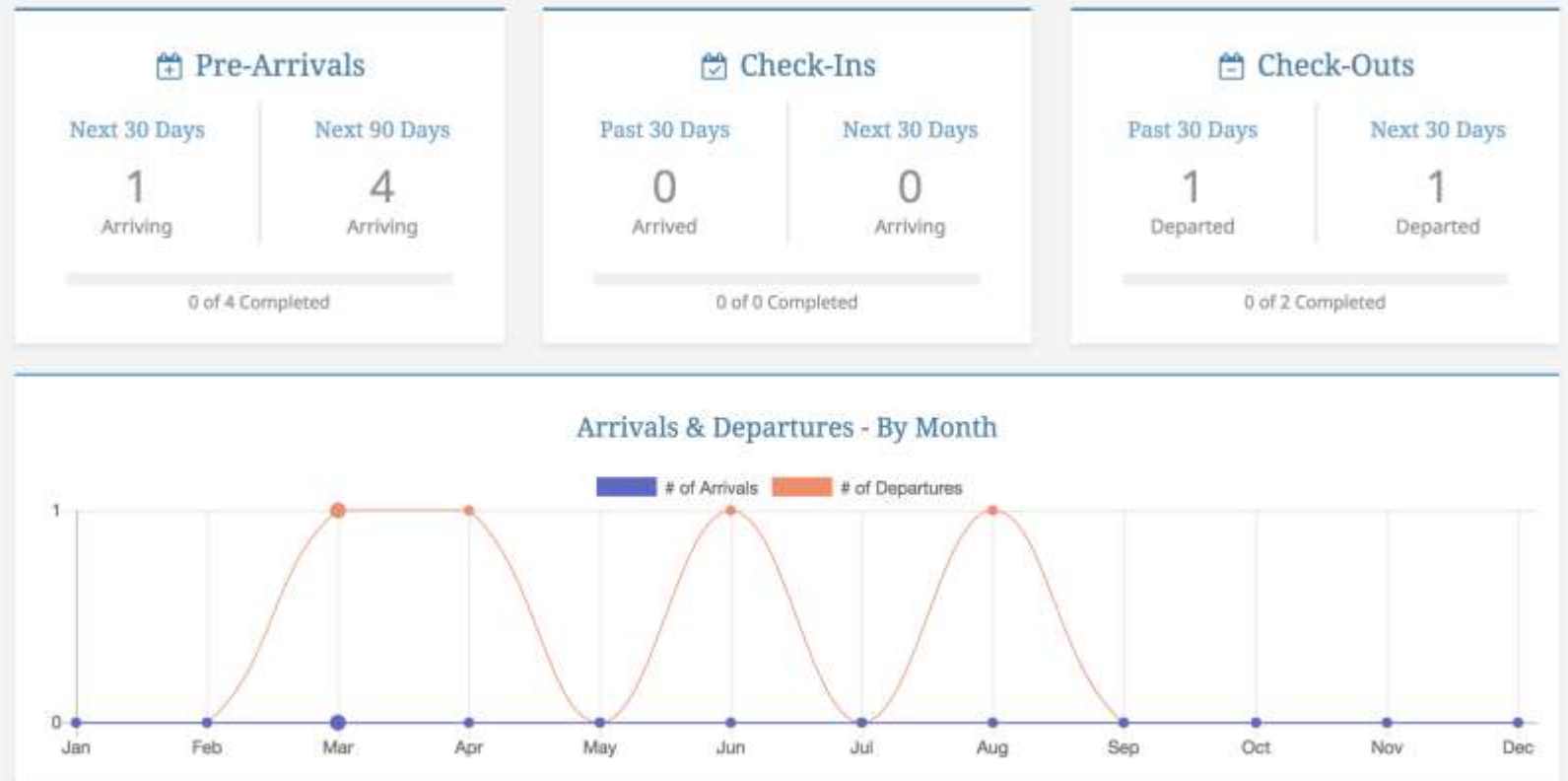
Service Provider(s)

Berlin CLO Section Admin	View	Delete
Germany GSO Section Admin	View/Edit	Delete
Berlin HR Section Admin	View/Edit	Delete
Select a Group to Add		

Save Cancel

BENEFITS FOR MISSIONS/POSTS

- **One central site** for incoming/outgoing transfers.
- **Roles based access** to track progress and data.
- **Employees enter/update their own info**, stays with them post to post.
- **Supported, approved, secure for SBU and PII** needed for the PCS transfer process.



ONE CENTRAL SITE FOR ALL PCS TRANSFER DATA

All Arrivals

Export





 Excel  CSV  Copy

Filter

Name Criteria Position Criteria Pre-Arrival Check-In Assigned to me

Show entries

Basic Search Filter:

Arriving	Name	Gaining Assignment	Pre-Arrival	Check-In	
04/30/2018	Geneva, Tester 02 PCS #000064	USUN GENEVA #55245000 - Information Systems Security Officer Inc: Tester 02 Geneva	0 of 29 (0%) 0 Tasks Assigned to me	Not Initiated	
05/01/2017	Asenov, Tester01 PCS #000003	Frankfurt #1212 - Developer Inc: Tester01 Asenov	Not Initiated	Not Initiated	
08/31/2017	Test01, Sofia PCS #000072	Cape Town #2345 - PA Officer Inc: Sofia Test01	0 of 10 (0%) 0 Tasks Assigned to me	Pending	
11/01/2017	Geneva, Tester 01 PCS #000057	USUN GENEVA #55245000 - Information Systems Security Officer Inc: Tester 01 Geneva	9 of 29 (31%) 0 Tasks Assigned to me	Not Initiated	











ROLE BASED ACCESS TO DATA

Role Management

All Berlin Roles

Show entries

Search:

Name	Type	Section	
Berlin CLO Section Admin	Post Section Administrator	Community Liaison Office	
Berlin CST Section Admin	Post Section Administrator	Customs and Shipping	
Berlin FAC Section Admin	Post Section Administrator	Facility Management	
Berlin FMC Section Admin	Post Section Administrator	Financial Management Center	
Berlin GSO Section Admin	Post Section Administrator	General Services Office	
Berlin HR Section Admin	Post Section Administrator	Human Resources	
Berlin HU Section Admin	Post Section Administrator	Health Unit	
Berlin IMO Section Admin	Post Section Administrator	Information Management Office	
Berlin INV Section Admin	Post Section Administrator	GSO Property	
Berlin ITC Section Admin	Post Section Administrator	Information Program Center	

EMPLOYEES ENTER/UPDATE THEIR OWN INFO

Select your Accompanying Household

Berlin / Pre-Arrival / GSO CST (Customs and Shipping)

Details

Status	<input type="radio"/> Not Started
Dependencies	<input checked="" type="radio"/> None
Owner	HR
Type	System Action
Permission	View/Edit

People

Assigned Roles Francis Sailer

Dates

Created 03/27/2018
Deadline None

Description

Please select your accompanying household individuals. Add any additional if your profile is not up to date.

Task Completion

Below are your household members on file. Select the household members accompanying you to Berlin.

[New Household Member](#)

Mary Grande

Spouse

No Email Address

No Phone Number

Bobby Grande

Child | 10 years old

No Email Address

No Phone Number

SUPPORTED, APPROVED, SECURE FOR SBU & PII

Profile > Passports

Employee Identifi

Passports

Personal
Personal #: 3454435
Valid: 12/03

Add Passport

Passport Number	Passport Name
788887887	Diplomatic 01
Passport Type	Issuing Authority
Diplomatic	USA
Issue Date	Expiration Date
01/18/2018	01/18/2021
Country Of Issue	Nationality
United States	United States

Primary Passport

Attach Images +

Choose File No file chosen

Cancel Save

Notes

ARRIVALS AND DEPARTURES SYSTEM (ADS) COMING IN 2018

Brought to you by EUR-IO Application Development Group (ADG).

To learn more, search “ADG” on OpenNet or contact ADG-ADS-Support@state.gov.