Amending a Separation Order

Introduction	This guide provides the procedures for amending a Separation Order in Direct Access (DA).

IMPORTANT Information	Separation Orders that have already been approved by a SPO Auditor and are in a 'Ready" or 'Finished" status may be amended. **Any amendments to Separation Orders MUST be re-submitted for approval.**

IMPORTANT: You <u>**CANNOT**</u> amend an **Effective Date** or the **Separation Type** (RELAD to Discharge) on orders that are in a Finished status. The order must be cancelled, and a new set of orders must be submitted with the correct date (preferably within 10 minutes of each other to prevent over/under payments). See the Cancelling a Separation Order guide for specific details.

If the order has already processed to Job Data (see NOTE), the Separation Order may still be amended, but PPC-SEP MUST be notified via Trouble Ticket for updates that may be needed in the Job Data and Payroll records.

NOTE: Remember, Job Data does not update until within roughly 4 days of the Effective Date of Separation.

Changes to Funding/POET	If any of the funding lines on DA orders are greater than $0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO $0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to $1.00.**

Example, If the member's Order has the following:

$1000.00 Member Travel – Document Number 70Z0PCS220032920
$1000.00 Dependent Travel – Document Number 70Z0PCS220032920
$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920

If you change Dependent Travel to $0.00, it will CANCEL the Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you need to increase any of these funding lines or add Dependent Travel back in, **it WILL error out**.
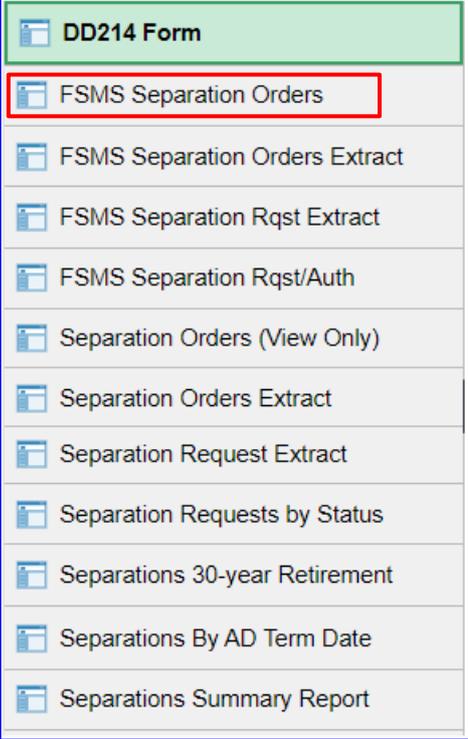
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RELAD to Drilling Unit

If a member has submitted a request to be assigned to a drilling unit **PRIOR** to their RELAD, <mark>it is important for the unit to follow-up with CG-PSC-RPM for a status **PRIOR** to placing the orders in a Ready or Finished status.</mark>

Procedures

See below.

Step	Action
1	Click the **Separations** tile. **Separations**
2	Select the **FSMS Separation Orders** option. DD214 Form FSMS Separation Orders FSMS Separation Orders Extract FSMS Separation Rqst Extract FSMS Separation Rqst/Auth Separation Orders (View Only) Separation Orders Extract Separation Request Extract Separation Requests by Status Separations 30-year Retirement Separations By AD Term Date Separations Summary Report

Amending a Separation Order, Continued

Procedures, continued

Step	Action
3	Enter the Members **Empl ID** and click **Search**.

Amending a Separation Order, Continued

Procedures,
continued

Step	Action
4	On the Separation Details tab: • Use the **Order Action** drop-down to select Amend Order and click **Go.** • Make changes to the Order as necessary. • Once complete, click the **arrow** to view additional tabs. ==**REMEMBER**: If editing any POET details on the Order Funding tab – If the funding Cost Total is currently greater than $0.00 but the funding line is no longer needed, **do NOT change it to $0.00**. Changing the Cost Total to $0.00 will cancel the Document#. Instead, change the Cost Total to $1.00 (see Changes to Funding/POET section at the beginning of this guide).== *Separation Details tab screenshot showing Max Maladze, Empl ID: 1234567, Empl Record: 0, Trans ID: 2798980, Order Begin Date: 06/01/2024, Order End Date: 06/02/2024, Order Action: Amend Order, Order Type: Separation, Order Status: Ready, Termination type code: Retirement/Resume Retirement, Effective Date: 06/01/2024, Departure Date: 03/24/2024, Separation Program Designator: RBD, Sufficient service for retirement, Authorization Created, Re-enlistment Code:*
5	Select the **Order Approval** tab. *Tab bar showing: Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding*
6	The **Approval Type** will default to Amend Order. **Comments** are required to explain what was amended. Click **Submit**. *Order Approval tab screenshot showing Max Maladze, Empl ID: 1234567, Empl Record: 0, Trans ID: 2798980, Amend Mode, Order Action: Amend Order, Order Begin Date: 06/01/2024, Order Type: Separation, Order End Date: 06/02/2024, Order Status: Ready, Route for Approval, Approval Type: Amend Order, User ID: 7654321, Coast E Bear, Dept of Approving SPO: 042821, BASE NCR P&A DIV (PP), Comment:, Submit*

Amending a Separation Order, Continued

Procedures, continued

Step	Action
7	Once submitted, the amended order will be **Pending** approval.