

Amending a Separation Order

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

IMPORTANT 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 CANNOT 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 is 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 that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

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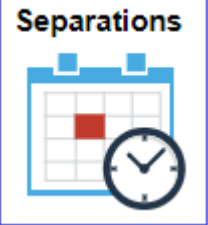
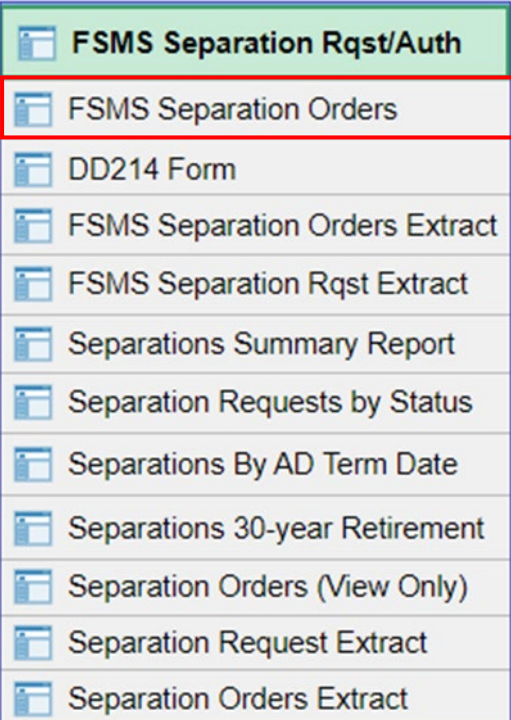
RELAD to Drilling Unit

If a member has submitted a request to be assigned to a drilling unit PRIOR to their RELAD, 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.

If the orders are in a Ready or Finished status, the unit **MUST** confirm with CG-PSC-RPM **PRIOR** to amending the orders assigning the member to a drilling unit or changing the assignment to a drilling unit.

Procedures



See below.

Step	Action
1	<p>Click the Separation tile.</p>  <p>Then select the FSMS Separation Orders from the options.</p> 

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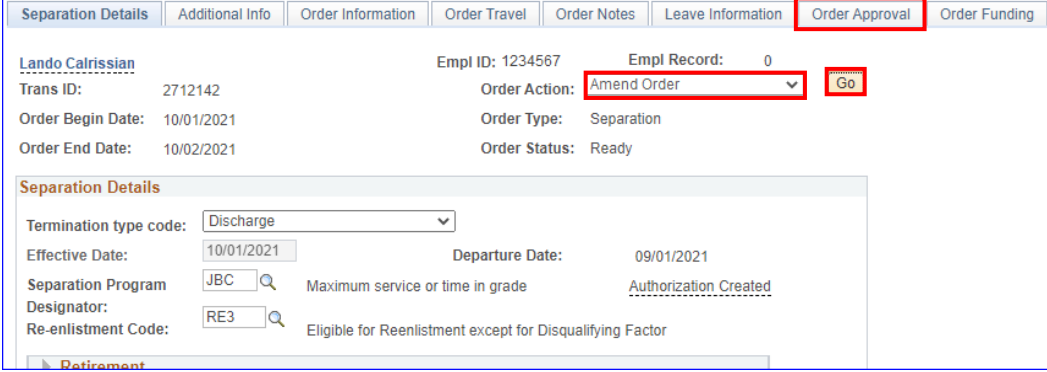
Procedures,
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Step	Action
2	<p data-bbox="316 445 932 477">Enter the member's Empl ID and click Search.</p> <div data-bbox="316 477 1295 1189" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="327 483 679 517">FSMS Separation Orders</p> <p data-bbox="327 539 1286 571">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="331 607 863 651"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </div> <div data-bbox="331 674 1078 719" style="background-color: #e0e0e0; padding: 2px;"> <p>▼ Search Criteria</p> </div> <p data-bbox="389 763 948 797">Empl ID begins with ▼ <input style="border: 1px solid red;" type="text" value="1234567"/></p> <p data-bbox="336 808 979 842">Empl Record = ▼ <input type="text"/> </p> <p data-bbox="384 853 948 887">Trans ID = ▼ <input type="text"/></p> <p data-bbox="357 893 1070 927">Order Type = ▼ <input type="text" value="Separation"/> ▼</p> <p data-bbox="357 938 948 972">National ID begins with ▼ <input type="text"/></p> <p data-bbox="357 983 948 1016">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="357 1028 948 1061">First Name begins with ▼ <input type="text"/></p> <p data-bbox="336 1072 1018 1106"> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <div data-bbox="331 1140 1062 1184"> <input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/>  <input type="button" value="Save Search Criteria"/> </div> </div>

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Amending a Separation Order, Continued

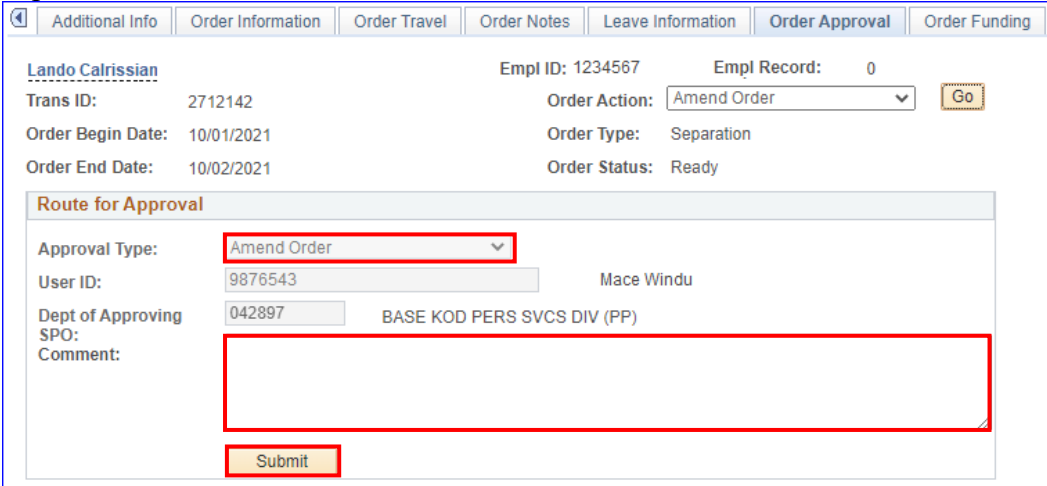
Procedures,
continued

Step	Action
3	<p>On the Separation Details tab: Using the Order Action drop-down, select Amend Order and click Go.</p> <p>Make changes to the Order as necessary. Once complete, select the Order Approval tab.</p> <p>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 \$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).</p> 

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Amending a Separation Order, Continued

Procedures,
continued

Step	Action
4	<p>The Approval Type will default to Amend Order. Comments are required to explain what was amended. Click Submit.</p> 
5	<p>Once submitted, the amended order will be Pending approval.</p> 