

## Amending a Separation Order

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

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**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.

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**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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## Amending a Separation Order, Continued


**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>Select <b>FSMS Separation Orders</b> from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table containing the following items:</p> <table border="1"> <tr> <td>Separation Orders</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separations 30-year Retirement</td> <td>Separation Orders Extract</td> </tr> <tr> <td>FSMS Separation Rqst/Authorize</td> <td><b>FSMS Separation Orders</b></td> </tr> </table>	Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separations 30-year Retirement	Separation Orders Extract	FSMS Separation Rqst/Authorize	<b>FSMS Separation Orders</b>
Separation Orders	DD214 Form										
Separations Summary Report	Separation Requests by Status										
Separation Request Extract	Separations By AD Term Date										
Separations 30-year Retirement	Separation Orders Extract										
FSMS Separation Rqst/Authorize	<b>FSMS Separation Orders</b>										

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# Amending a Separation Order, Continued

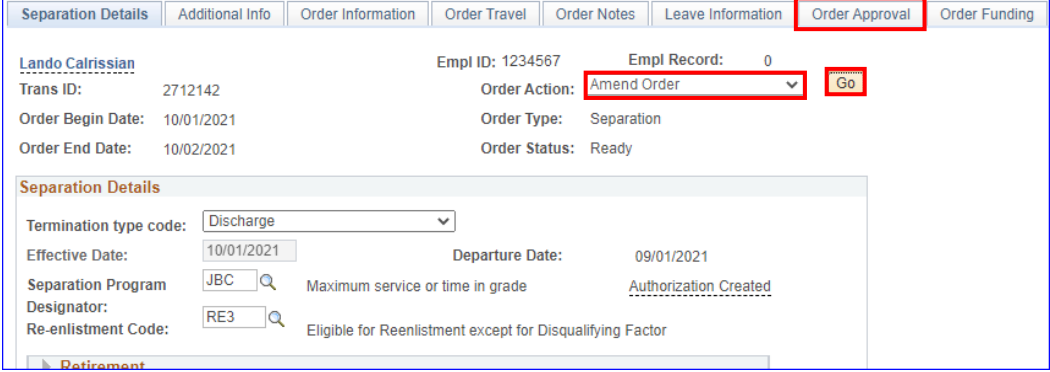
Procedures,  
continued

Step	Action
2	<p data-bbox="316 450 932 477">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 477 1295 1189" style="border: 1px solid black; padding: 5px;"><p data-bbox="328 488 679 517"><b>FSMS Separation Orders</b></p><p data-bbox="328 544 1286 571">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="336 611 863 651"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p data-bbox="336 678 1078 719">▼ <b>Search Criteria</b></p><p data-bbox="336 763 948 804">Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p><p data-bbox="336 808 979 848">Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="🔍"/></p><p data-bbox="336 853 948 893">Trans ID <input type="text" value="="/> <input type="text"/></p><p data-bbox="336 898 1070 938">Order Type <input type="text" value="="/> <input type="text" value="Separation"/></p><p data-bbox="336 943 948 983">National ID <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="336 987 948 1028">Last Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="336 1032 948 1072">First Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="336 1077 1018 1117"><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p data-bbox="328 1140 1062 1180"><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p></div>

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## Amending a Separation Order, Continued

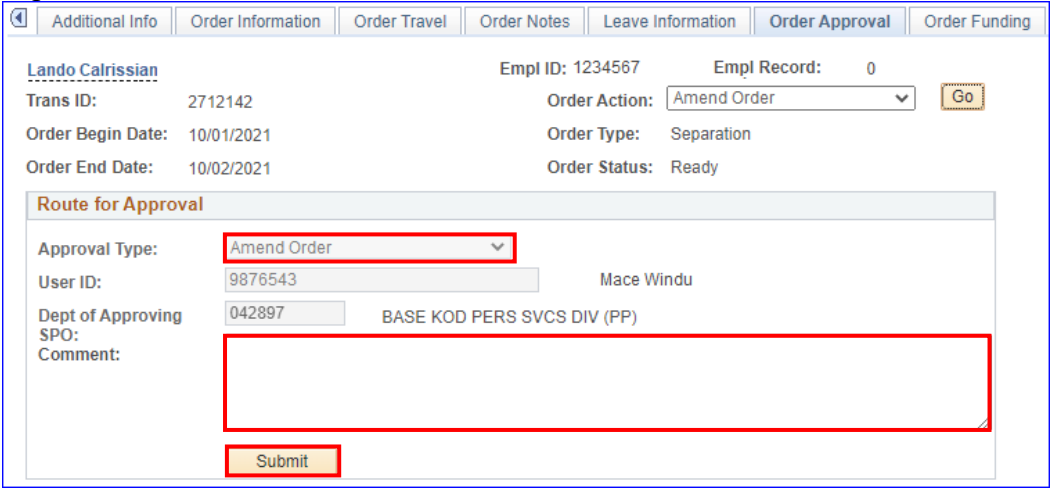
Procedures,  
continued

Step	Action
3	<p>On the <b>Separation Details</b> tab: Using the <b>Order Action</b> drop-down, select Amend Order and click <b>Go</b>.</p> <p>Make changes to the Order as necessary. Once complete, select the <b>Order Approval</b> tab.</p> <p><b>REMEMBER:</b> 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, <b>do NOT change it \$0.00</b>. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see <a href="#">Changes to Funding/POET</a> section at the beginning of this guide).</p> 

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# Amending a Separation Order, Continued

Procedures,  
continued

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