

Approving (or Denying) a Separation Order

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

Order Status

Status	Meaning
Authorized	Orders have been created by a Sep Request or by the P&A Technician.
Awaiting \$	Orders are awaiting obligation through FSMS.
Ready	Orders have been approved by the P&A.
Finished	Orders have processed through the Orders Integration Process (OIP).
Cancelled	Orders have been cancelled.

Known Issue: Approval of DD-214s for Reservists **IMPORTANT** – When processing a Separation Order for a Reserve member, always approve the DD-214 **before** the member’s official Separation Date. **Once the Order Status has been set to Ready, the DD-214 should be Finalized.**

If the Separation Order is set to Finished before the DD-214 is Finalized, the information transmitted to the Defense Manpower Data Center (DMDC) will be incomplete. DMDC reports that the SPD Code, Character of Service, and Reenlistment Eligibility Code are not received if the DD-214 is Finalized **AFTER** the Separation Order’s status is set to Finished.

This missing data adversely impacts the member's access to benefits and entitlements.

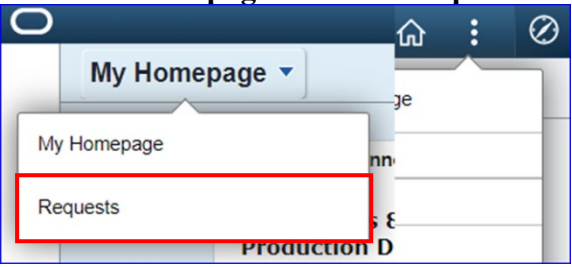
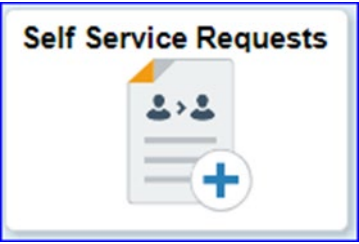
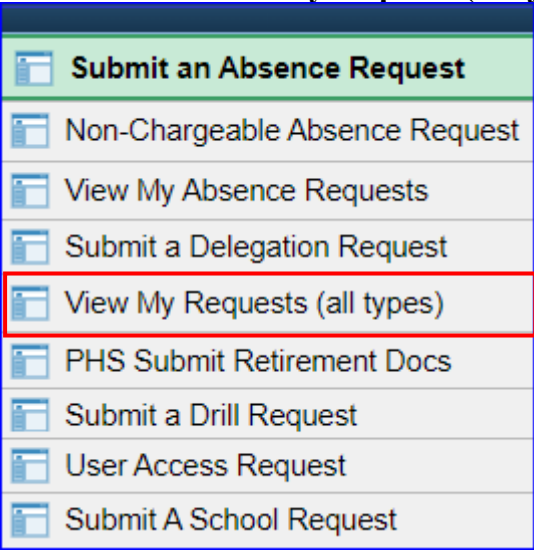
SEP Order and Payout The Separation Order **MUST** be approved by the SPO Data Entry Cut Off date for the pay calendar of the member’s departure from the unit.

See the Military Payroll Processing Schedule located on MAS’ webpage: [Military Accounts Support \(MAS\) \(uscg.mil\)](https://www.uscg.mil/military-accounts-support).

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Approving (or Denying) a Separation Order, Continued

Procedures See below.

Step	Action
1	<p>From the Homepage select the Requests tab</p> 
1.3	<p>Then click on the Self Service Requests tile.</p> 
1.7	<p>Then select the View My Requests (all types) option.</p> 

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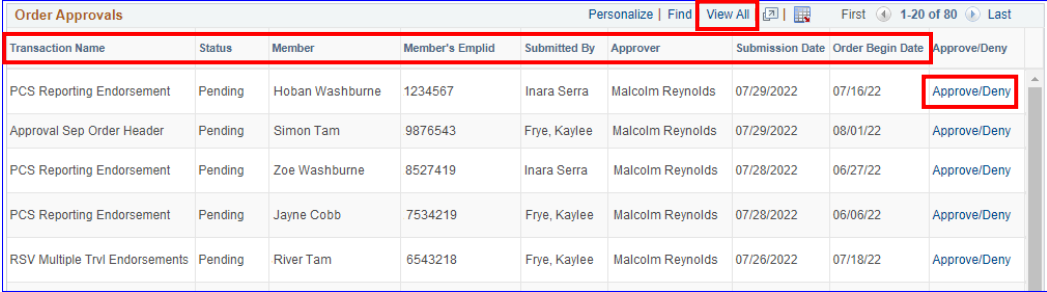
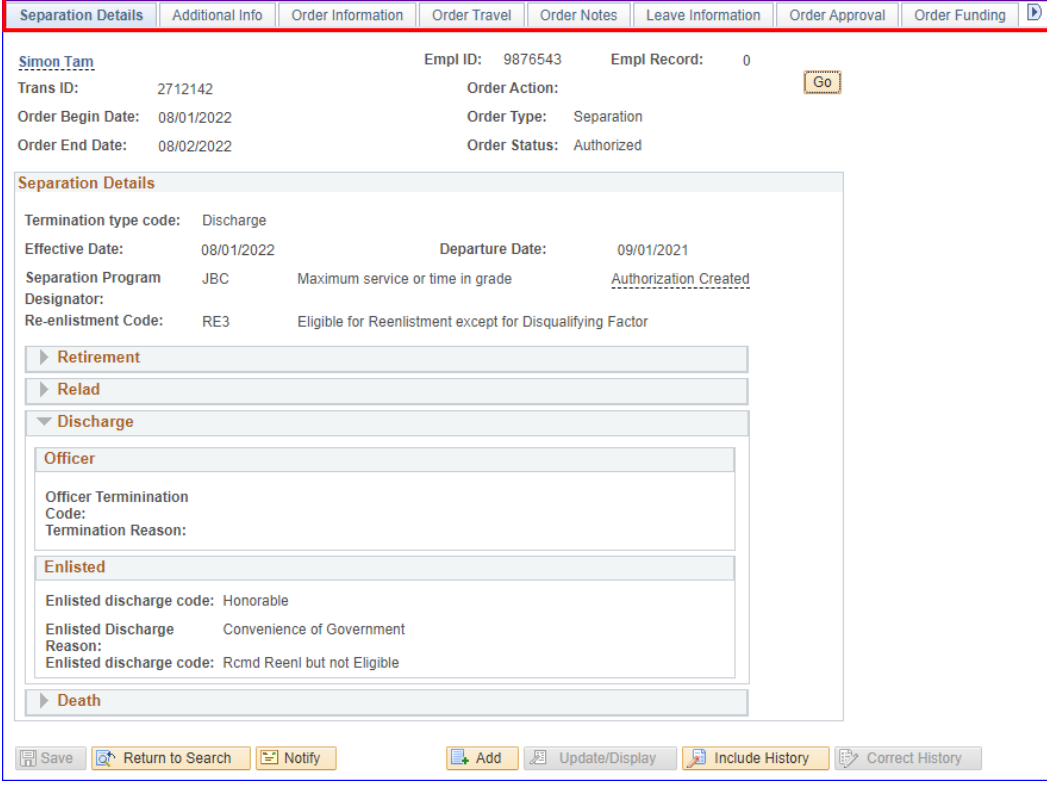
Approving (or Denying) a Separation Order, Continued

Step	Action
2	<p>Select the Requests I am Approver For radio button. Ensure the Transaction Status indicates Pending, then click Populate Grid (see Note).</p> <p>NOTE: To narrow the search results:</p> <ul style="list-style-type: none"> • Change the Transaction Name to Approval Sep Order Header; • Add a Submission From Date; • Add a Submission To Date; then click Populate Grid. <div data-bbox="316 636 1369 1305" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Malcolm Reynolds</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: [] [x]</p> <p>Submission To Date: [] [x]</p> <p style="text-align: right;"> Populate Grid Refresh </p> </div> </div>

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Approving (or Denying) a Separation Order, Continued

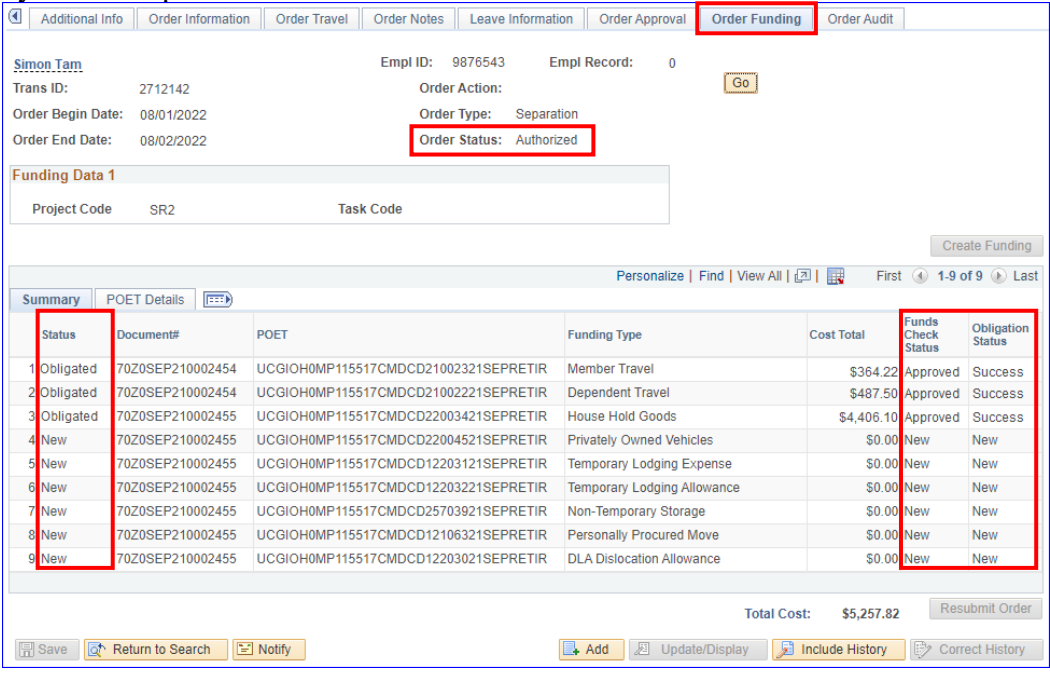
Procedures,
continued

Step	Action																																																						
3	<p>Any pending Orders will display under Order Approvals. It may be necessary to click View All to display all pending Orders. Orders may also be sorted by clicking on any of the column headers.</p> <p>Click Approve/Deny for the Order to be approved.</p>  <table border="1" data-bbox="316 622 1366 913"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Hoban Washburne</td> <td>1234567</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>07/16/22</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Simon Tam</td> <td>9876543</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>08/01/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Zoe Washburne</td> <td>8527419</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/27/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Jayne Cobb</td> <td>7534219</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/06/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>River Tam</td> <td>6543218</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/26/2022</td> <td>07/18/22</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	PCS Reporting Endorsement	Pending	Hoban Washburne	1234567	Inara Serra	Malcolm Reynolds	07/29/2022	07/16/22	Approve/Deny	Approval Sep Order Header	Pending	Simon Tam	9876543	Frye, Kaylee	Malcolm Reynolds	07/29/2022	08/01/22	Approve/Deny	PCS Reporting Endorsement	Pending	Zoe Washburne	8527419	Inara Serra	Malcolm Reynolds	07/28/2022	06/27/22	Approve/Deny	PCS Reporting Endorsement	Pending	Jayne Cobb	7534219	Frye, Kaylee	Malcolm Reynolds	07/28/2022	06/06/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	River Tam	6543218	Frye, Kaylee	Malcolm Reynolds	07/26/2022	07/18/22	Approve/Deny
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4	<p>The Separation Order will display. Using the tabs across the top of the Order, review the Order information to ensure everything is correct.</p>  <p>Simon Tam Empl ID: 9876543 Empl Record: 0</p> <p>Trans ID: 2712142 Order Action: <input type="button" value="Go"/></p> <p>Order Begin Date: 08/01/2022 Order Type: Separation</p> <p>Order End Date: 08/02/2022 Order Status: Authorized</p> <p>Separation Details</p> <p>Termination type code: Discharge</p> <p>Effective Date: 08/01/2022 Departure Date: 09/01/2021</p> <p>Separation Program: JBC Maximum service or time in grade: Authorization Created</p> <p>Designator: Re-enlistment Code: RE3 Eligible for Reenlistment except for Disqualifying Factor</p> <p>▶ Retirement</p> <p>▶ Relad</p> <p>▼ Discharge</p> <p>Officer</p> <p>Officer Termination Code: Termination Reason:</p> <p>Enlisted</p> <p>Enlisted discharge code: Honorable</p> <p>Enlisted Discharge Reason: Convenience of Government</p> <p>Enlisted discharge code: Rcmd Reenl but not Eligible</p> <p>▶ Death</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>																																																						

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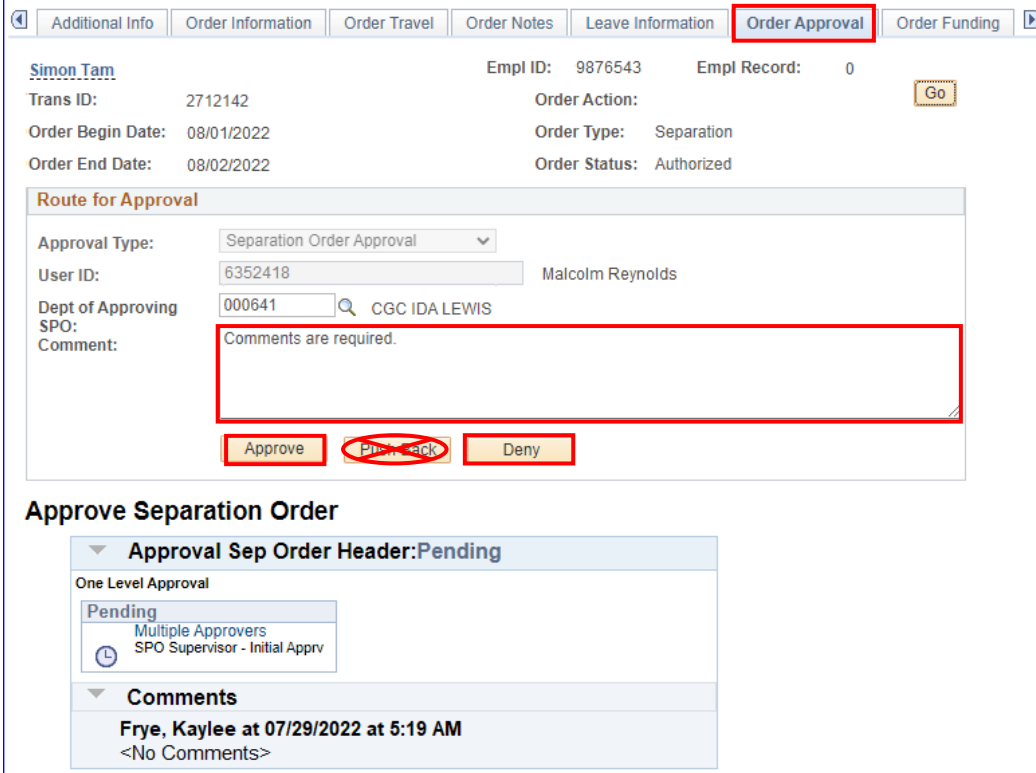
Procedures,
continued

Step	Action																																																																						
5	<p>Order Funding tab: Review the POET Details to ensure the funding has been entered and obligated appropriately (see Note).</p> <p>If the Order has successfully process through FSMS, the Order Status should reflect Authorized until Approved and the POET Details Status should indicate Obligated; the Funds Check Status should indicate Approved; and the Obligation Status should indicate Success.</p> <ul style="list-style-type: none"> • If the Order Status indicates Awaiting \$ – see the Orders in Awaiting \$ Status user guide for guidance to push the Order through FSMS to obligate funds and return the Order Status to Authorized. Continue to Step 6. • If the Order Status indicates Ready without having been Approved – this generally happens when the Order was ‘stuck’ in an Awaiting \$ status and pushed through FSMS by programmers. Instead of the Order returning to an Authorized status, they are set to Ready. The Order still needs to be approved; continue to Step 6. <p>NOTE: Remember, even if the member is not relocating immediately, if they are authorized relocation expenses, they MUST be entered at the time the Order is created and approved to obligate the funds and generate TAC codes required by the Transportation Office.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. It displays order information for Simon Tam (Empl ID: 9876543, Order Type: Separation, Order Status: Authorized). Below this is a table of funding items with the following columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The table contains 9 rows of data, with the first three rows showing 'Obligated' status and 'Approved' Funds Check Status, and the remaining six rows showing 'New' status and 'New' Funds Check Status.</p> <table border="1" data-bbox="323 1556 1361 1818"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>Obligated</td> <td>70Z0SEP210002454</td> <td>UCGIOH0MP115517CMDCCD21002321SEPRETIR</td> <td>Member Travel</td> <td>\$364.22</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>Obligated</td> <td>70Z0SEP210002454</td> <td>UCGIOH0MP115517CMDCCD21002221SEPRETIR</td> <td>Dependent Travel</td> <td>\$487.50</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>Obligated</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD22003421SEPRETIR</td> <td>House Hold Goods</td> <td>\$4,406.10</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD22004521SEPRETIR</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD12203121SEPRETIR</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD12203221SEPRETIR</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD25703921SEPRETIR</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD12106321SEPRETIR</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>New</td> <td>70Z0SEP210002455</td> <td>UCGIOH0MP115517CMDCCD12203021SEPRETIR</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	Obligated	70Z0SEP210002454	UCGIOH0MP115517CMDCCD21002321SEPRETIR	Member Travel	\$364.22	Approved	Success	Obligated	70Z0SEP210002454	UCGIOH0MP115517CMDCCD21002221SEPRETIR	Dependent Travel	\$487.50	Approved	Success	Obligated	70Z0SEP210002455	UCGIOH0MP115517CMDCCD22003421SEPRETIR	House Hold Goods	\$4,406.10	Approved	Success	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD22004521SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD12203121SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD12203221SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD25703921SEPRETIR	Non-Temporary Storage	\$0.00	New	New	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD12106321SEPRETIR	Personally Procured Move	\$0.00	New	New	New	70Z0SEP210002455	UCGIOH0MP115517CMDCCD12203021SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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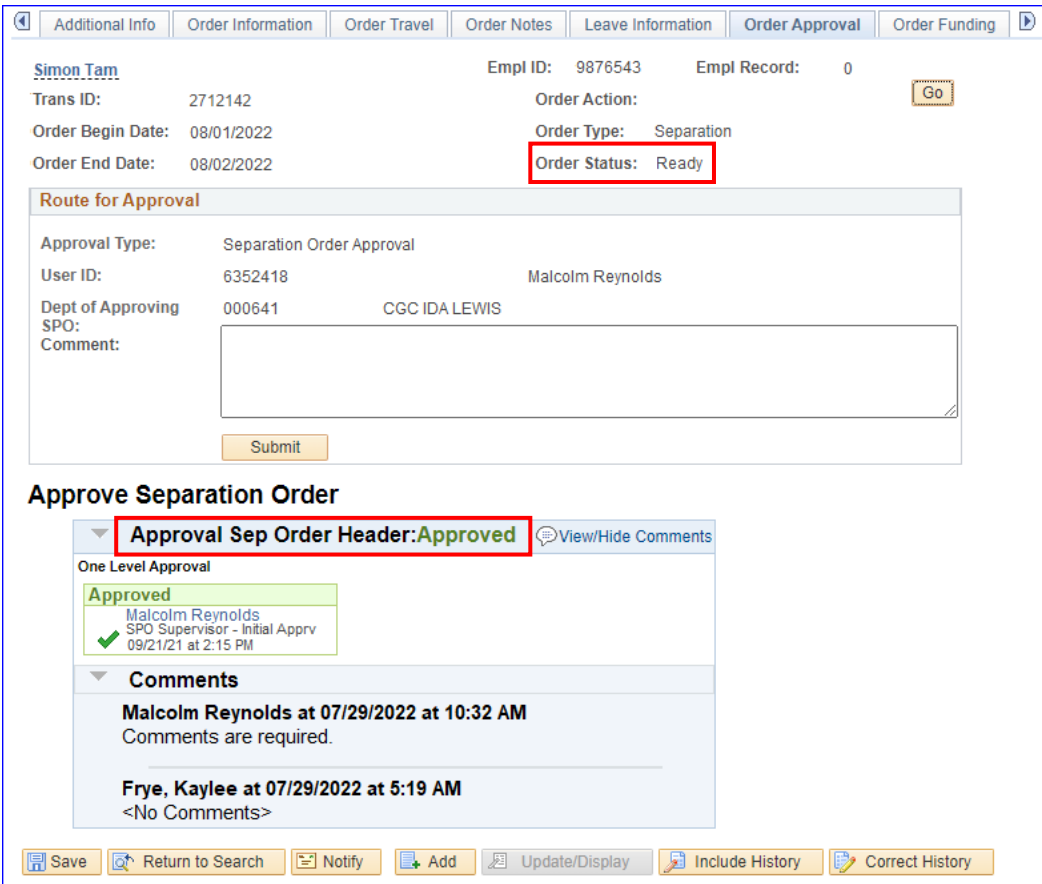
Procedures,
continued

Step	Action
6	<p>Select the Order Approval tab. Any comments entered by the Technician will be shown at the bottom of the page. Enter Comments (required), then select the appropriate action:</p> <ul style="list-style-type: none"> • Approve – Approves the Order and sets the Order Status to Ready. • Push Back – NOT RECOMMENDED! This function sets the ‘Approval Sep Order Header’ status to On Hold and returns the Order to the original submitter and only that person may edit the Order. • Deny – Sets the ‘Approval Sep Order Header’ status to Denied and the Order becomes available for anyone to edit and resubmit. 

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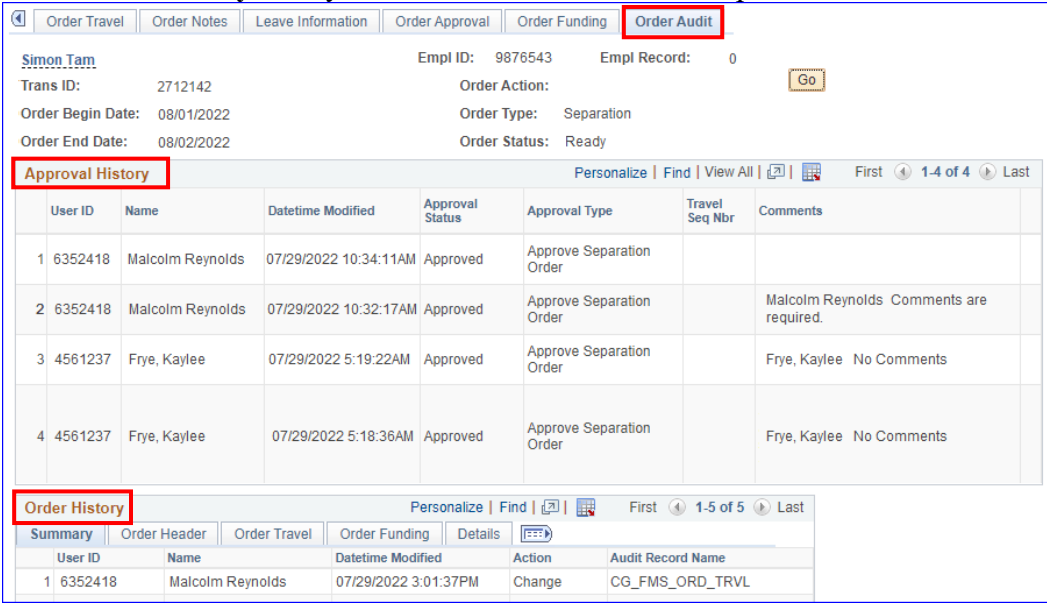
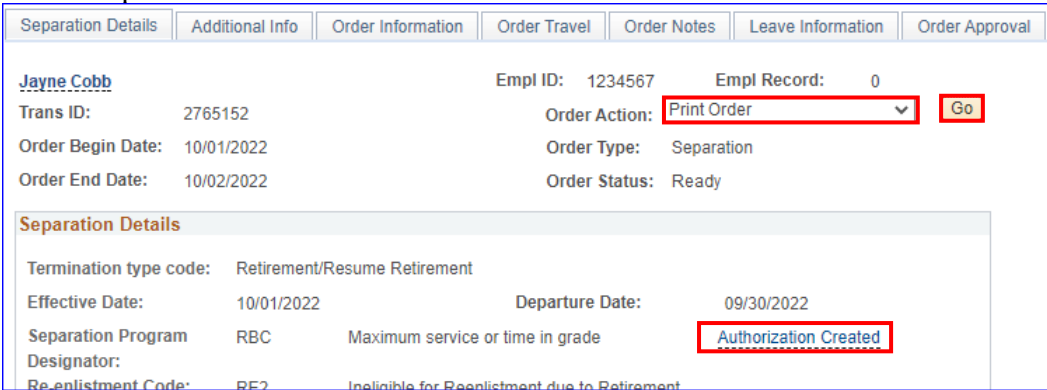
Procedures,
continued

Step	Action
7	<p>Upon approval, the Order Status will update to Ready and the Approval Sep Order Header status will indicate Approved (see Note).</p> <p>The Orders Integration Process will pick up the Order roughly 3-5 days before the Order End Date and set the Order Status to Finished and generate the Termination Job Data row.</p> <p>NOTE: It may be necessary to refresh the page to see the updated Order Status. To refresh the page, either press F5 on the keyboard or exit and re-open the Order.</p>  <p>The screenshot shows the 'Order Approval' tab selected. At the top, the user is identified as Simon Tam. Key fields include: Trans ID: 2712142, Order Begin Date: 08/01/2022, Order End Date: 08/02/2022, Empl ID: 9876543, Empl Record: 0, Order Action: (empty), Order Type: Separation, and Order Status: Ready (highlighted with a red box). Below this is the 'Route for Approval' section with fields for Approval Type (Separation Order Approval), User ID (6352418, Malcolm Reynolds), Dept of Approving (000641, CGC IDA LEWIS), SPO, and Comment. A 'Submit' button is at the bottom of this section.</p> <p>The 'Approve Separation Order' section shows the 'Approval Sep Order Header' status as 'Approved' (highlighted with a red box). It displays a 'One Level Approval' from Malcolm Reynolds (SPO Supervisor - Initial Apprv) on 09/21/21 at 2:15 PM. The 'Comments' section shows a comment from Malcolm Reynolds at 07/29/2022 at 10:32 AM stating 'Comments are required.' and another from Frye, Kaylee at 07/29/2022 at 5:19 AM with '<No Comments>'. At the bottom are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.</p>

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8	<p>Select the Order Audit tab. The Order Audit tab displays the Approval History and Order History of any users that have touched the Separation Orders.</p>  <p>Order Audit Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit</p> <p><u>Simon Tam</u> Empl ID: 9876543 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2712142 Order Action:</p> <p>Order Begin Date: 08/01/2022 Order Type: Separation</p> <p>Order End Date: 08/02/2022 Order Status: Ready</p> <p>Approval History Personalize Find View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1 6352418</td> <td>Malcolm Reynolds</td> <td>07/29/2022 10:34:11AM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td></td> </tr> <tr> <td>2 6352418</td> <td>Malcolm Reynolds</td> <td>07/29/2022 10:32:17AM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>Malcolm Reynolds Comments are required.</td> </tr> <tr> <td>3 4561237</td> <td>Frye, Kaylee</td> <td>07/29/2022 5:19:22AM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>Frye, Kaylee No Comments</td> </tr> <tr> <td>4 4561237</td> <td>Frye, Kaylee</td> <td>07/29/2022 5:18:36AM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>Frye, Kaylee No Comments</td> </tr> </tbody> </table> <p>Order History Personalize Find First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Summary</th> <th>Order Header</th> <th>Order Travel</th> <th>Order Funding</th> <th>Details</th> </tr> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 6352418</td> <td>Malcolm Reynolds</td> <td>07/29/2022 3:01:37PM</td> <td>Change</td> <td>CG_FMS_ORD_TRVL</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1 6352418	Malcolm Reynolds	07/29/2022 10:34:11AM	Approved	Approve Separation Order			2 6352418	Malcolm Reynolds	07/29/2022 10:32:17AM	Approved	Approve Separation Order		Malcolm Reynolds Comments are required.	3 4561237	Frye, Kaylee	07/29/2022 5:19:22AM	Approved	Approve Separation Order		Frye, Kaylee No Comments	4 4561237	Frye, Kaylee	07/29/2022 5:18:36AM	Approved	Approve Separation Order		Frye, Kaylee No Comments	Summary	Order Header	Order Travel	Order Funding	Details	User ID	Name	Datetime Modified	Action	Audit Record Name	1 6352418	Malcolm Reynolds	07/29/2022 3:01:37PM	Change	CG_FMS_ORD_TRVL
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User ID	Name	Datetime Modified	Action	Audit Record Name																																															
1 6352418	Malcolm Reynolds	07/29/2022 3:01:37PM	Change	CG_FMS_ORD_TRVL																																															
9	<p>Approved orders may be printed by using the Order Action drop-down, selecting Print Order and clicking Go; or click the Authorization Created link on the Separation Details tab.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval</p> <p><u>Jayne Cobb</u> Empl ID: 1234567 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2765152 Order Action: Print Order <input type="button" value="Go"/></p> <p>Order Begin Date: 10/01/2022 Order Type: Separation</p> <p>Order End Date: 10/02/2022 Order Status: Ready</p> <p>Separation Details</p> <p>Termination type code: Retirement/Resume Retirement</p> <p>Effective Date: 10/01/2022 Departure Date: 09/30/2022</p> <p>Separation Program RBC Maximum service or time in grade Authorization Created</p> <p>Designator:</p> <p>Re-enlistment Code: RE2 Ineligible for Reenlistment due to Retirement</p>																																																		