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.

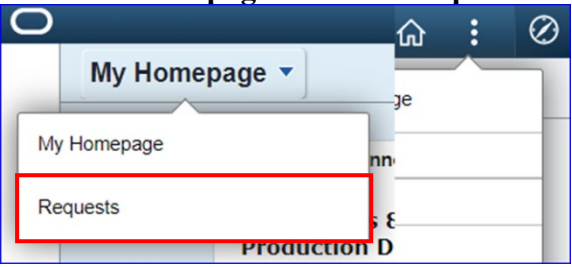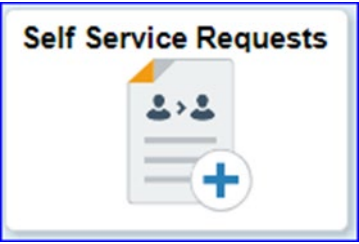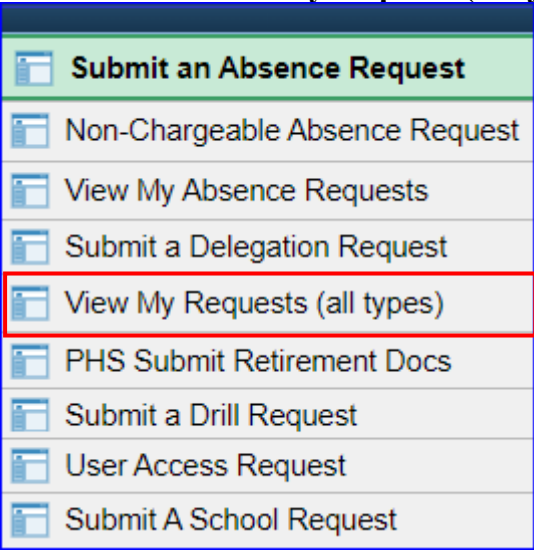|	
Known Issue: Approval of DD-214s for Reservists	**IMPORTANT** – When processing a Separation Order for a Reserve member, always approve the DD-214 **before** the member's official Separation Date. **Once the Order Status has been set to Ready, the DD-214 should be Finalized**. If the Separation Order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

Approving (or Denying) a Separation Order, Continued

Procedures See below.

Step	Action
1	From the **Homepage** select the **Requests** tab *[Screenshot showing My Homepage dropdown with "My Homepage" and "Requests" options, with "Requests" highlighted in red box]*
1.3	Then click on the **Self Service Requests** tile. *[Screenshot of Self Service Requests tile]*
1.7	Then select the **View My Requests (all types)** option. *[Screenshot showing menu options: Submit an Absence Request, Non-Chargeable Absence Request, View My Absence Requests, Submit a Delegation Request, View My Requests (all types) (highlighted in red box), PHS Submit Retirement Docs, Submit a Drill Request, User Access Request, Submit A School Request]*
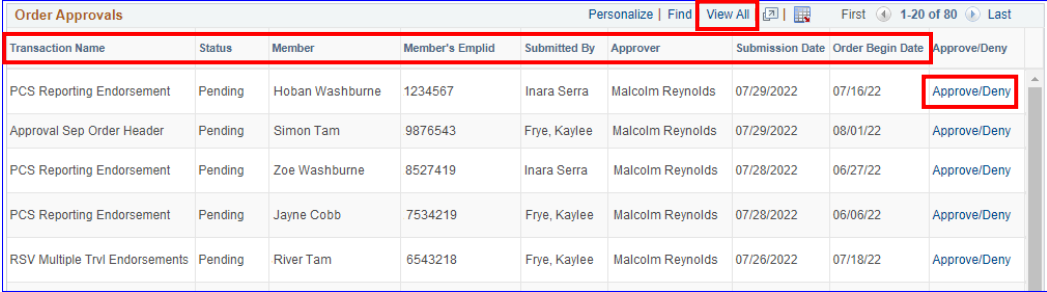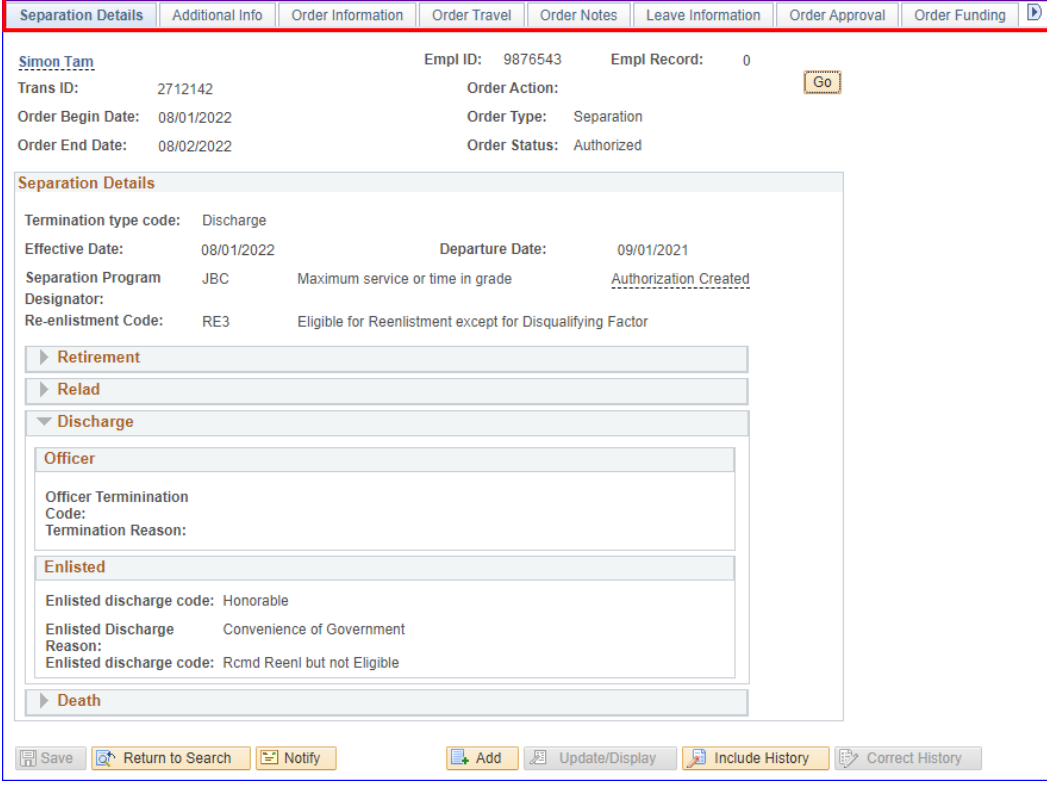
Approving (or Denying) a Separation Order, Continued

Step	Action
2	Select the **Requests I am Approver For** radio button. Ensure the **Transaction Status** indicates Pending, then click **Populate Grid** (see Note). **NOTE:** To narrow the search results: • Change the **Transaction Name** to Approval Sep Order Header; • Add a **Submission From Date**; • Add a **Submission To Date**; then click **Populate Grid**. View My Action Requests Malcolm Reynolds 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. ○ My Submitted Requests ● Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid Refresh

Approving (or Denying) a Separation Order, Continued
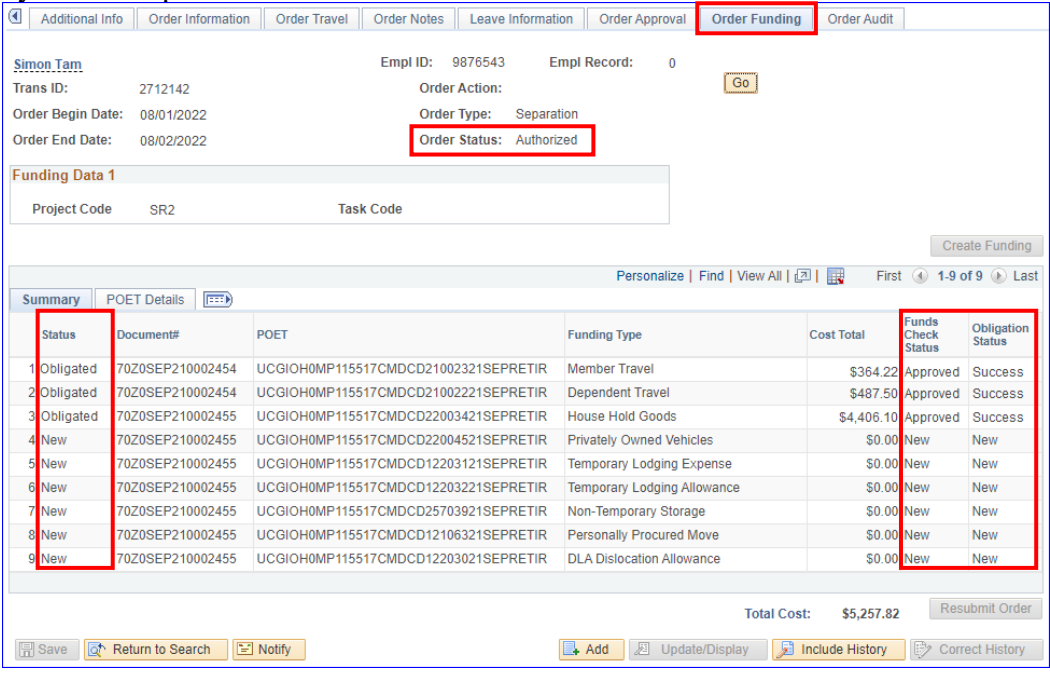
Procedures, continued

Step	Action
3	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**. Click **Approve/Deny** for the Order to be approved.
4	The Separation Order will display. Using the **tabs** across the top of the Order, review the Order information to ensure everything is correct.

Approving (or Denying) a Separation Order, Continued

Procedures,
continued

Step	Action
5	**Order Funding tab:** Review the POET Details to ensure the funding has been entered and obligated appropriately (see Note). 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. • 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. **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.

Approving (or Denying) a Separation Order, Continued

Procedures,
continued

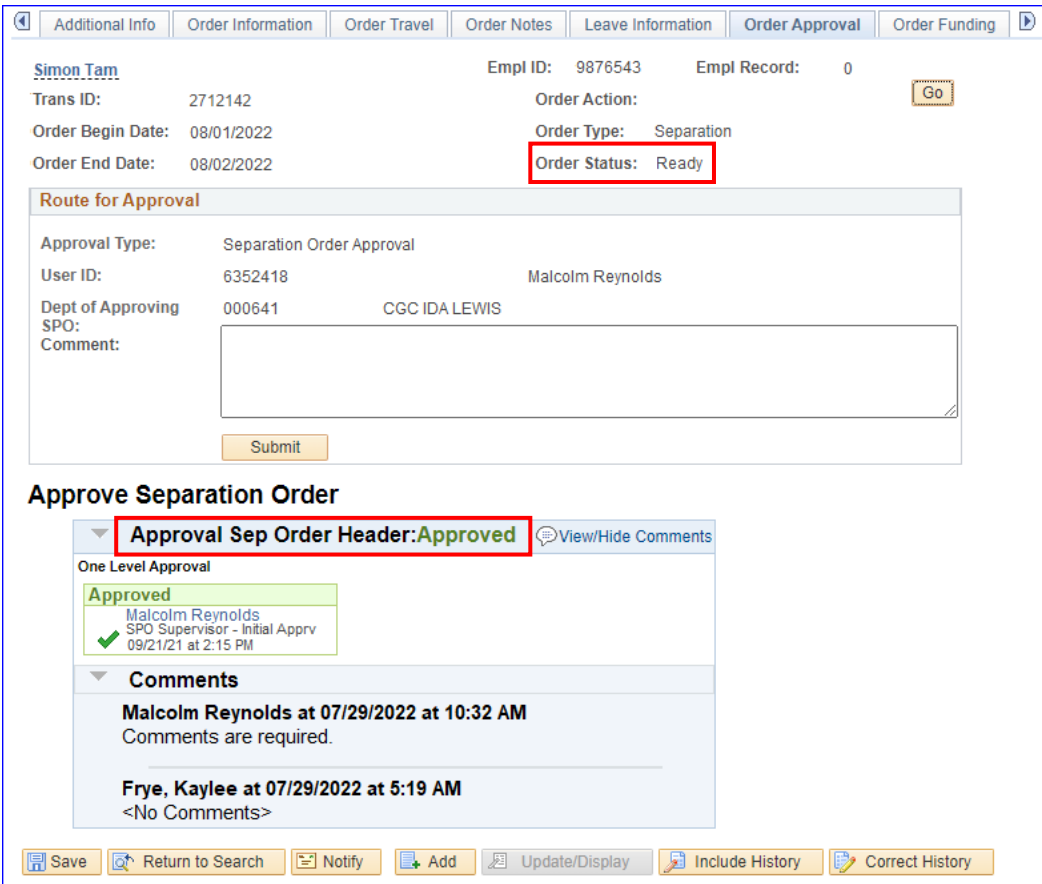| Step	Action
6	Select the **Order Approval** tab. Any comments entered by the Technician will be shown at the bottom of the page. Enter **Comments** (required), then **select** the appropriate action: • **Approve** – Approves the Order and sets the Order Status to Ready. • **Push Back** – **NOT RECOMMENDED!** 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.

Approving (or Denying) a Separation Order, Continued
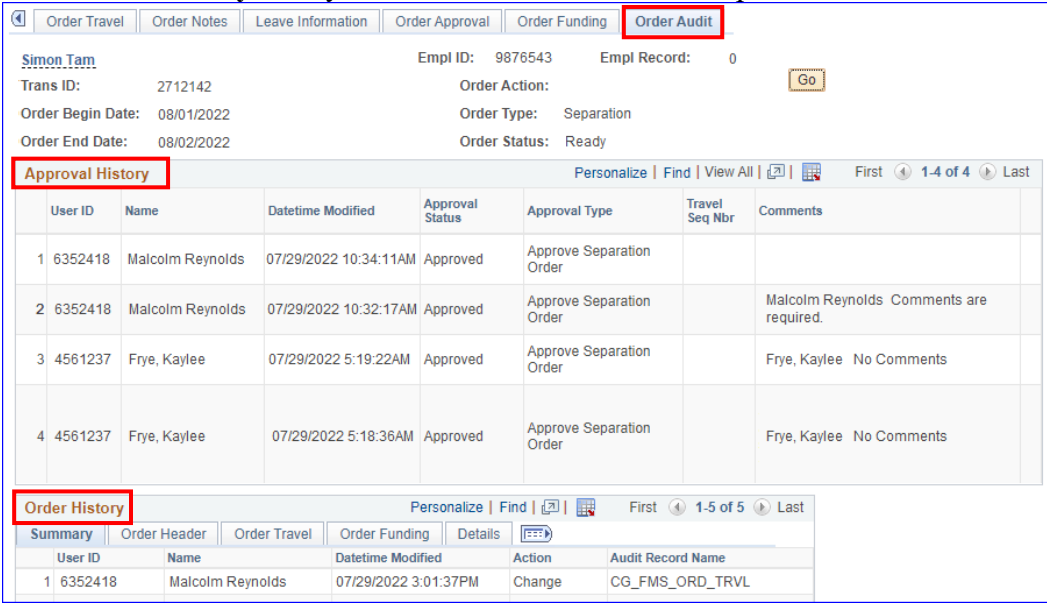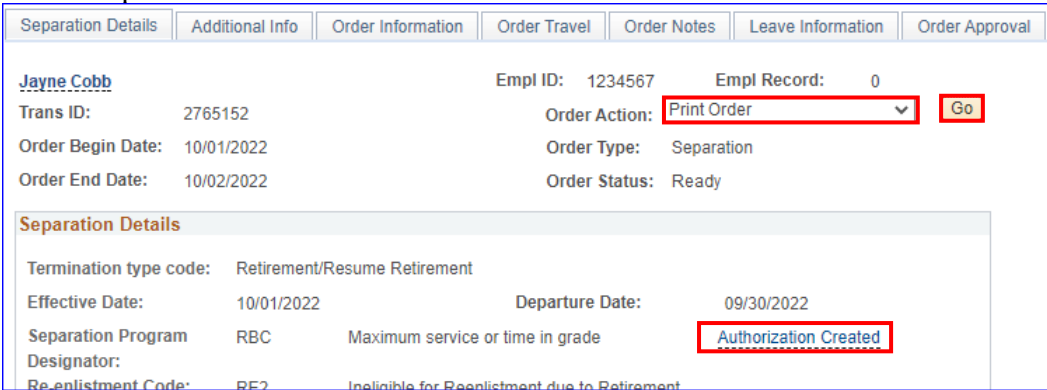
Procedures,
continued

Step	Action
7	Upon approval, the **Order Status** will update to Ready and the **Approval Sep Order Header** status will indicate Approved (see Note). 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. **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.

Approving (or Denying) a Separation Order, Continued

Procedures,
continued

Step	Action
8	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.
9	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.