

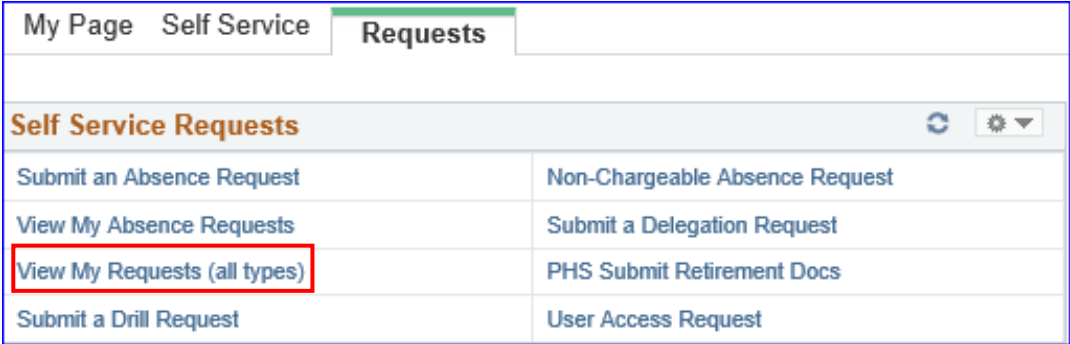
# Approving a Separation Order

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

## Order Status

Status	Meaning
Authorized	Orders were created by the Sep Request or by the SPO
Ready	Orders have been approved
Finished	Orders have been through the Orders Integration Process (OIP)
Cancelled	Orders have been cancelled

**Procedures** See below.

Step	Action
1	<p>From the Requests tab, select <b>View My Requests (all types)</b> from the Self Service requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'View My Requests (all types)' link is highlighted with a red box.</p>

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## Approving a Separation Order, Continued

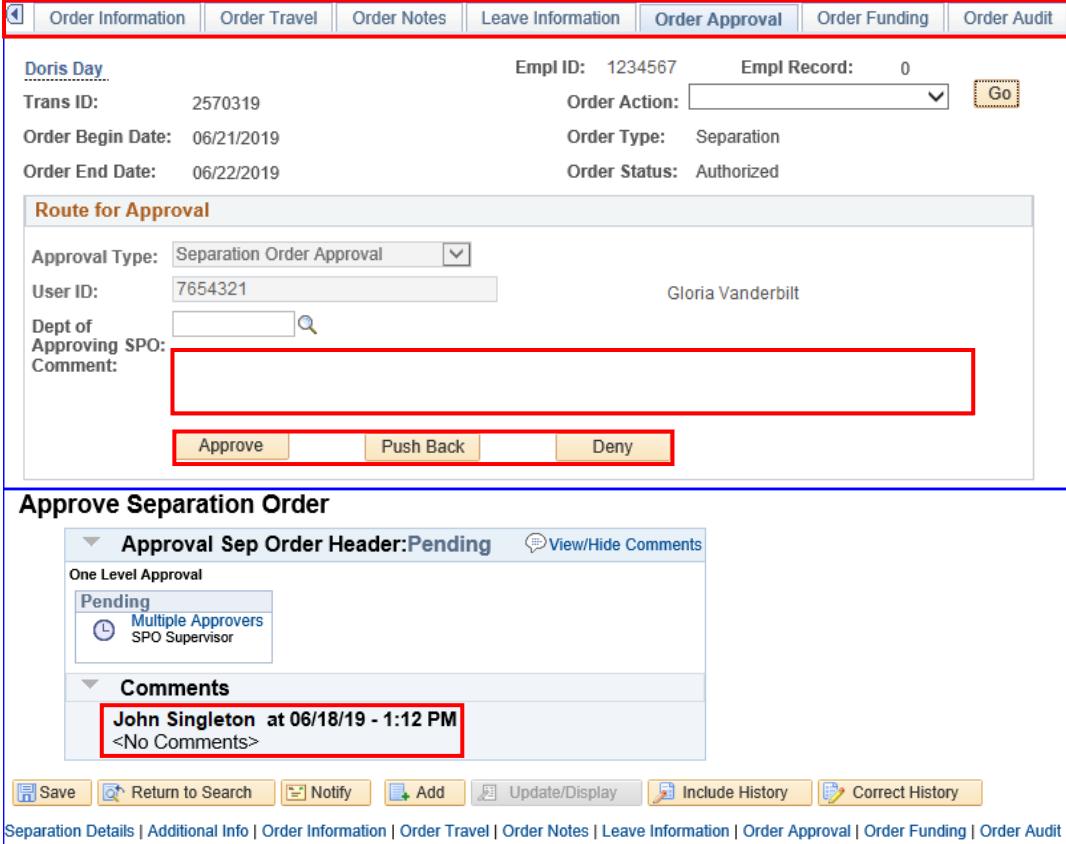
Procedures,  
continued

Step	Action																
2	<p>Select the <b>Requests I am Approver For</b> radio button. Change the <b>Transaction Name</b> to Approval Sep Order Header to narrow the list. Leave the <b>Transaction Status</b> as Pending. The <b>Submission Dates</b> can also be used to filter requests. Click <b>Populate Grid</b>.</p> <div data-bbox="320 636 1385 1285" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Action Requests</b></p> <p><u>John Singleton</u></p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests           <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests         </p> <p>Transaction Name: <span style="border: 1px solid red; padding: 2px;">Approval Sep Order Header</span> ▼</p> <p>Transaction Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> <span style="border: 1px solid red; padding: 2px 10px;">Populate Grid</span> <span style="margin-left: 20px; padding: 2px 10px;">Refresh</span> </p> </div> </div>																
3	<p>Click the <b>Approve/Deny</b> link to view the Separation Orders.</p> <div data-bbox="320 1361 1385 1496" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Order Approvals</b> <span style="float: right;">Personalize   Find   View All      </span> First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Doris Day</td> <td>1234567</td> <td>John Singleton</td> <td>Gloria Vanderbilt</td> <td>06/18/2019</td> <td style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">Approve/Deny</span></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Approval Sep Order Header	Pending	Doris Day	1234567	John Singleton	Gloria Vanderbilt	06/18/2019	<span style="border: 1px solid red; padding: 2px;">Approve/Deny</span>
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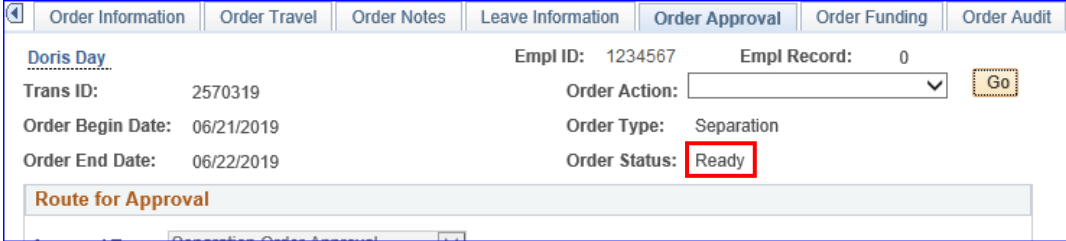
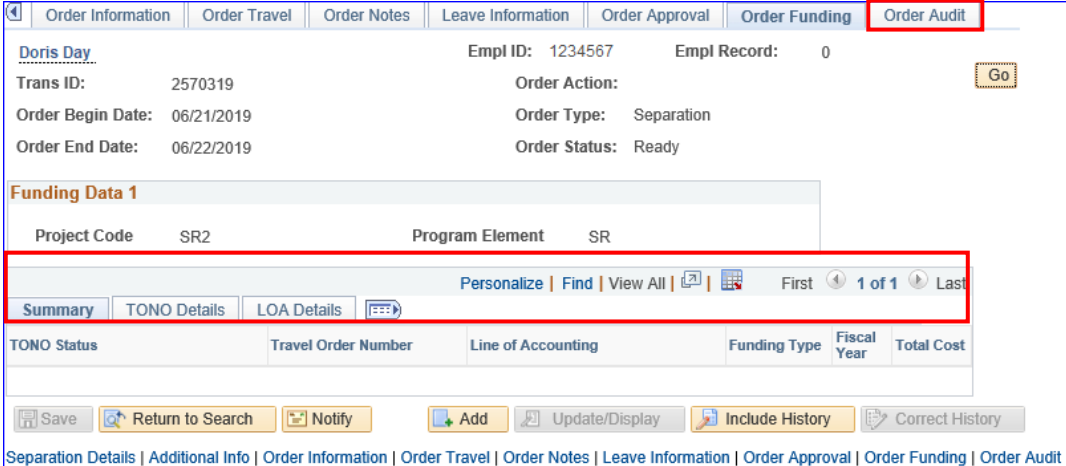
Procedures,  
continued

Step	Action
4	<p>The order will display the Order Approval tab. Use the <b>tabs</b> at the top to audit the transaction. Any <b>Comments</b> entered by the SPO user will be shown below. The SPO Supervisor can add additional comments if necessary (required for Deny). Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> – Sets the status to Approved.</li> <li>• <b>Push Back</b> – Sets the status to On Hold and returns the Orders to the submitter <b>ONLY. (NOT RECOMMENDED!)</b></li> <li>• <b>Deny</b> – Sets the status to Denied and the Orders are available for anyone to edit/resubmit.</li> </ul> <p>Click the <b>Approve</b> button to approve the orders.</p>  <p>The screenshot shows the 'Order Approval' tab selected. The user 'Doris Day' is shown with Trans ID 2570319, Order Begin Date 06/21/2019, and Order End Date 06/22/2019. The 'Route for Approval' section shows 'Approval Type: Separation Order Approval', 'User ID: 7654321' (Gloria Vanderbilt), and a 'Comment' field. At the bottom, the 'Approve', 'Push Back', and 'Deny' buttons are visible. A comment by John Singleton at 06/18/19 - 1:12 PM is shown.</p>

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## Approving a Separation Order, Continued

Procedures,  
continued

Step	Action
5	<p>Click the F5 key on the keyboard to refresh the page. Once approved, the <b>Order Status</b> will change to Ready, until they are picked up by the Orders Integration Process. The Orders Integration Process will change the status to Finished and will create a Termination Job Row.</p> 
6	<p>Direct Access no longer automatically adds a <b>Travel Order Number (TONO)/Line of Accounting (LOA)</b> to Separation and Retirement orders. TONOs/LOAs are now added by DCMS-831 (PCS TONO Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurred costs. Refer to the latest <a href="#">Sep/Ret TONO Process Change</a> message.</p> <p>Select the <b>Order Audit</b> tab.</p> 

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# Approving a Separation Order, Continued

Procedures,  
continued

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7	<p>The <b>Audit Tab</b> displays the history of any users that have touched the Separation Orders.</p> <table border="1" style="margin-top: 10px;"> <caption>Approval History</caption> <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 style="background-color: #e0e0e0;"> <td>1 7654321</td> <td>Gloria Vanderbilt</td> <td>06/18/2019 1:19:34PM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td></td> </tr> <tr> <td>2 7654321</td> <td>Gloria Vanderbilt</td> <td>06/18/2019 1:19:33PM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>Gloria Vanderbilt No Comments</td> </tr> <tr> <td>3 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:12:09PM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>John Singleton No Comments</td> </tr> <tr> <td>4 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:11:36PM</td> <td>Approved</td> <td>Approve Separation Order</td> <td></td> <td>System: Requester (1367443) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)</td> </tr> </tbody> </table> <p><b>Order History</b></p> <table border="1" style="margin-top: 10px;"> <thead> <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 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:11:34PM</td> <td>Change</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>2 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:07:36PM</td> <td>Add</td> <td>CG_ORDER_HDR</td> </tr> <tr> <td>3 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:07:36PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>4 9876543</td> <td>John Singleton</td> <td>06/18/2019 1:07:36PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1 7654321	Gloria Vanderbilt	06/18/2019 1:19:34PM	Approved	Approve Separation Order			2 7654321	Gloria Vanderbilt	06/18/2019 1:19:33PM	Approved	Approve Separation Order		Gloria Vanderbilt No Comments	3 9876543	John Singleton	06/18/2019 1:12:09PM	Approved	Approve Separation Order		John Singleton No Comments	4 9876543	John Singleton	06/18/2019 1:11:36PM	Approved	Approve Separation Order		System: Requester (1367443) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)	User ID	Name	Datetime Modified	Action	Audit Record Name	1 9876543	John Singleton	06/18/2019 1:11:34PM	Change	CG_ORDER_TRAVEL	2 9876543	John Singleton	06/18/2019 1:07:36PM	Add	CG_ORDER_HDR	3 9876543	John Singleton	06/18/2019 1:07:36PM	Add	CG_ORDER_TRAVEL	4 9876543	John Singleton	06/18/2019 1:07:36PM	Add	CG_ORDER_TRAVEL
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8	<p>Approved orders may be printed by using the <b>Order Action</b> drop-down, selecting <b>Print Order</b> and clicking <b>Go</b>.</p>																																																												