

# Approving (or Denying) a Separation Order

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

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## Order Status

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

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**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.**

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**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.

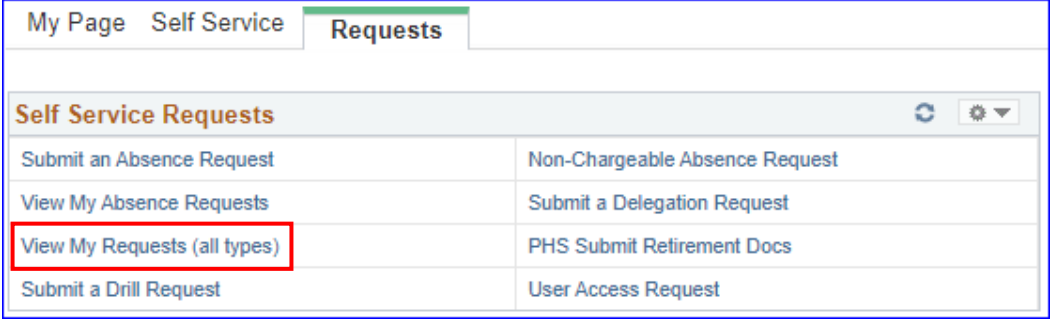
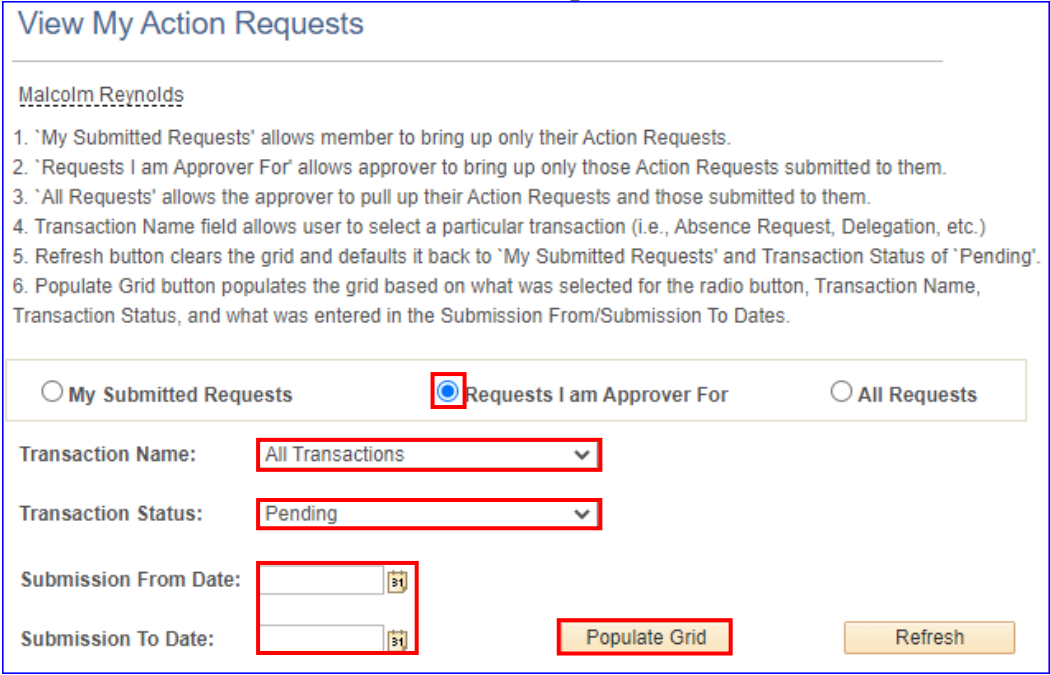
See the Military Payroll Processing Schedule located on MAS’ webpage: [Military Accounts Support \(MAS\) \(uscg.mil\)](https://www.uscg.mil/military-accounts-support).

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# Approving (or Denying) a Separation Order, Continued

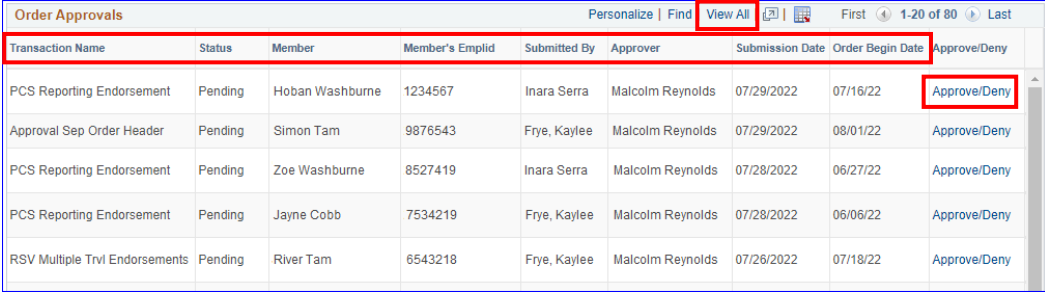
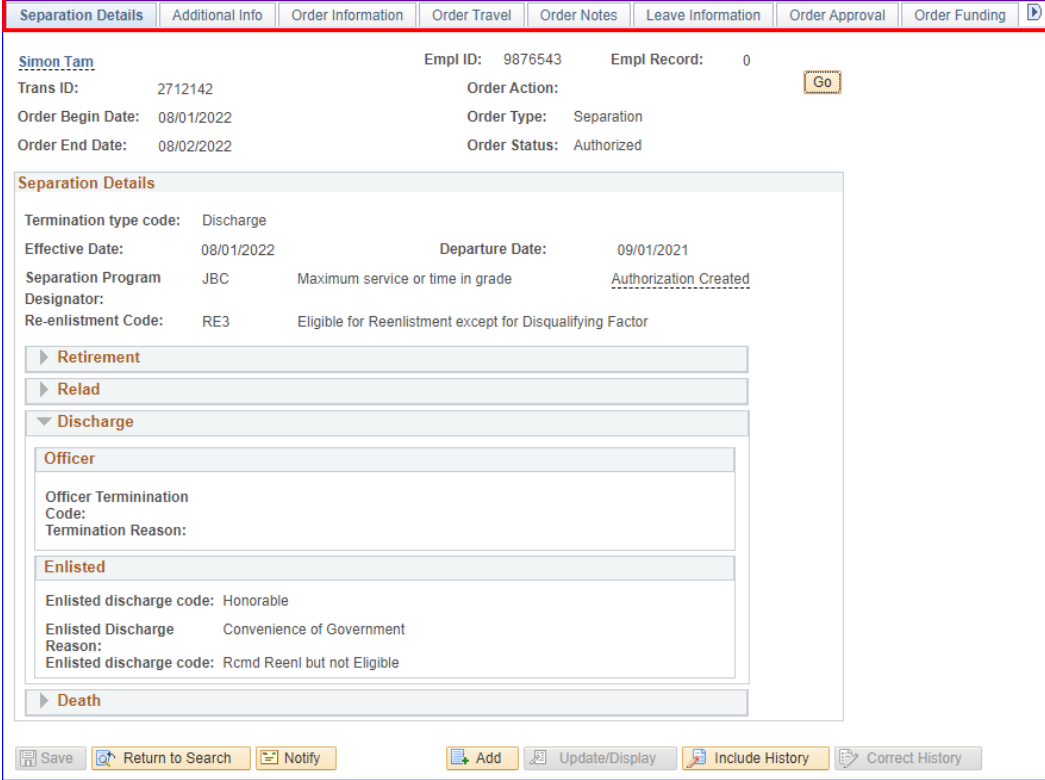
Procedures See below.

Step	Action
1	<p>From the Requests tab, select <b>View My Requests (all types)</b> from the Self Service requests pagelet.</p> 
2	<p>Select the <b>Requests I am Approver For</b> radio button. Ensure the <b>Transaction Status</b> indicates Pending, then click <b>Populate Grid</b> (see Note).</p> <p><b>NOTE:</b> To narrow the search results:</p> <ul style="list-style-type: none"> <li>• Change the <b>Transaction Name</b> to Approval Sep Order Header;</li> <li>• Add a <b>Submission From Date</b>;</li> <li>• Add a <b>Submission To Date</b>; then click <b>Populate Grid</b>.</li> </ul> 

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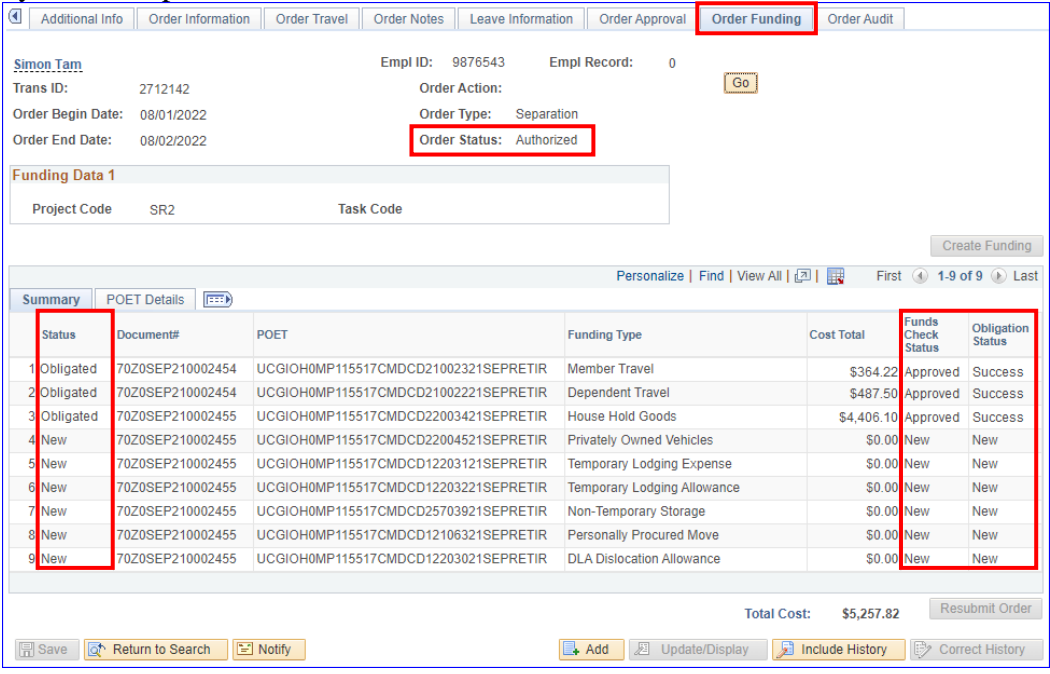
Procedures,  
continued

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3	<p>Any pending Orders will display under Order Approvals. It may be necessary to click <b>View All</b> to display all pending Orders. Orders may also be sorted by clicking on any of the <b>column headers</b>.</p> <p>Click <b>Approve/Deny</b> for the Order to be approved.</p>  <table border="1" data-bbox="316 622 1364 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 <b>tabs</b> across the top of the Order, review the <b>Order information</b> to ensure everything is correct.</p>  <p><b>Simon Tam</b>      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><b>Separation Details</b></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: <u>Authorization Created</u></p> <p>Designator:</p> <p>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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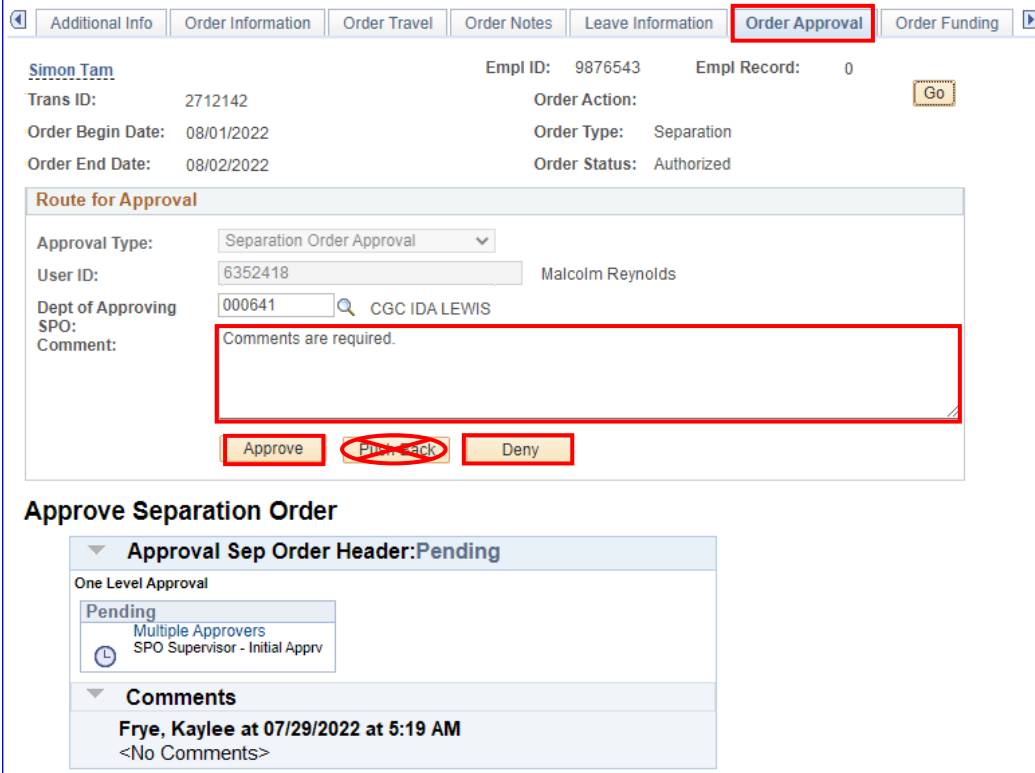
Procedures,  
continued

Step	Action																																																																						
5	<p><b>Order Funding tab:</b> 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 <b>Order Status</b> should reflect Authorized until Approved and the <b>POET Details Status</b> should indicate Obligated; the <b>Funds Check Status</b> should indicate Approved; and the <b>Obligation Status</b> should indicate Success.</p> <ul style="list-style-type: none"> <li>• If the <b>Order Status indicates Awaiting \$</b> – see the <a href="#">Orders in Awaiting \$ Status</a> user guide for guidance to push the Order through FSMS to obligate funds and return the Order Status to Authorized. Continue to Step 6.</li> <li>• If the <b>Order Status indicates Ready without having been Approved</b> – 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.</li> </ul> <p><b>NOTE:</b> Remember, even if the member is not relocating immediately, if they are authorized relocation expenses, they <b>MUST</b> 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>  <table border="1" data-bbox="323 1556 1361 1825"> <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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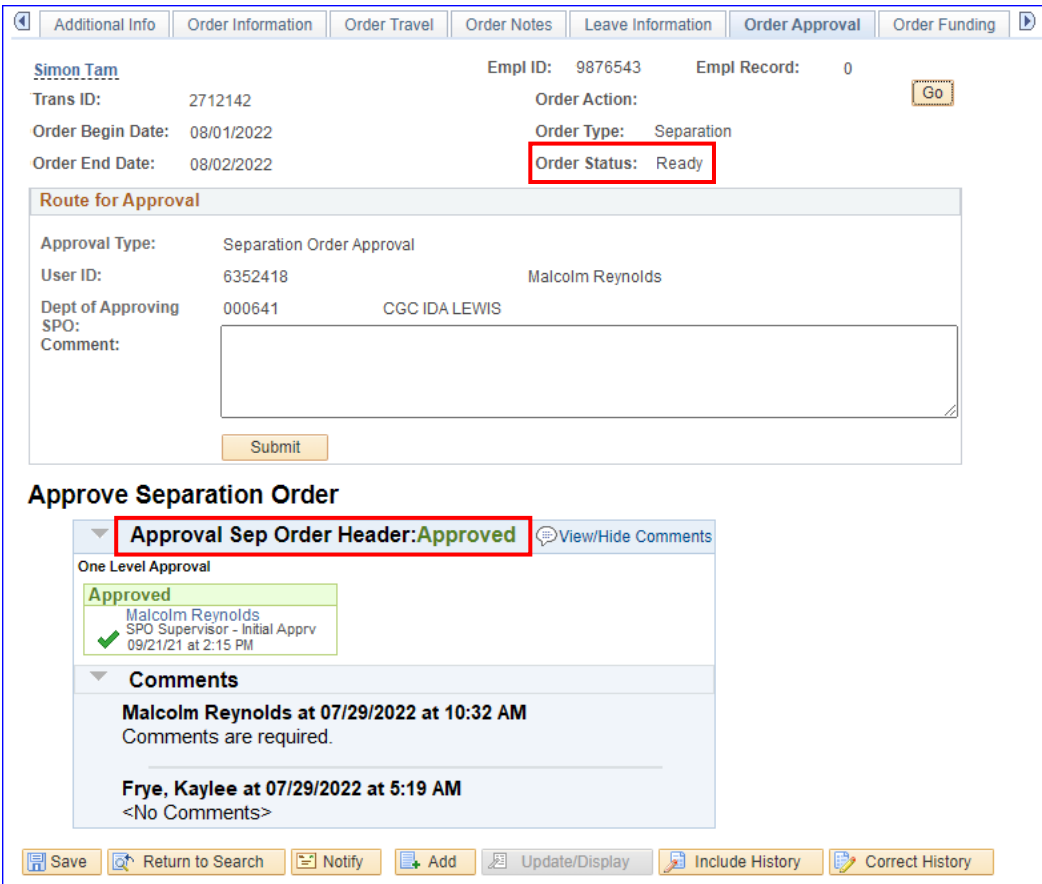
Procedures,  
continued

Step	Action
6	<p>Select the <b>Order Approval</b> tab. Any comments entered by the Technician will be shown at the bottom of the page. Enter <b>Comments</b> (required), then <b>select</b> the appropriate action:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> – Approves the Order and sets the Order Status to Ready.</li> <li>• <b>Push Back</b> – <b>NOT RECOMMENDED!</b> 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.</li> <li>• <b>Deny</b> – Sets the ‘Approval Sep Order Header’ status to Denied and the Order becomes available for anyone to edit and resubmit.</li> </ul>  <p>The screenshot shows a web application interface for 'Order Approval'. At the top, there are tabs: 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval' (highlighted with a red box), and 'Order Funding'. Below the tabs, user information for 'Simon Tam' is displayed, including 'Empl ID: 9876543' and 'Empl Record: 0'. A 'Go' button is next to the 'Order Action' field. The 'Order Type' is 'Separation' and the 'Order Status' is 'Authorized'. The 'Route for Approval' section contains a dropdown for 'Approval Type' (set to 'Separation Order Approval'), a 'User ID' field (6352418) with 'Malcolm Reynolds' next to it, a 'Dept of Approving' field (000641) with 'CGC IDA LEWIS' next to it, and an 'SPO' field. The 'Comment' field is highlighted with a red box and contains the text 'Comments are required.'. Below the comment field are three buttons: 'Approve', 'Push Back' (circled in red), and 'Deny'. Below the 'Route for Approval' section is the 'Approve Separation Order' section, which shows 'Approval Sep Order Header: Pending' and a 'One Level Approval' section with a 'Pending' status and 'Multiple Approvers' (SPO Supervisor - Initial Apprv). A 'Comments' section shows a comment by 'Frye, Kaylee' at '07/29/2022 at 5:19 AM' with '&lt;No Comments&gt;' below it.</p>

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# Approving (or Denying) a Separation Order, Continued

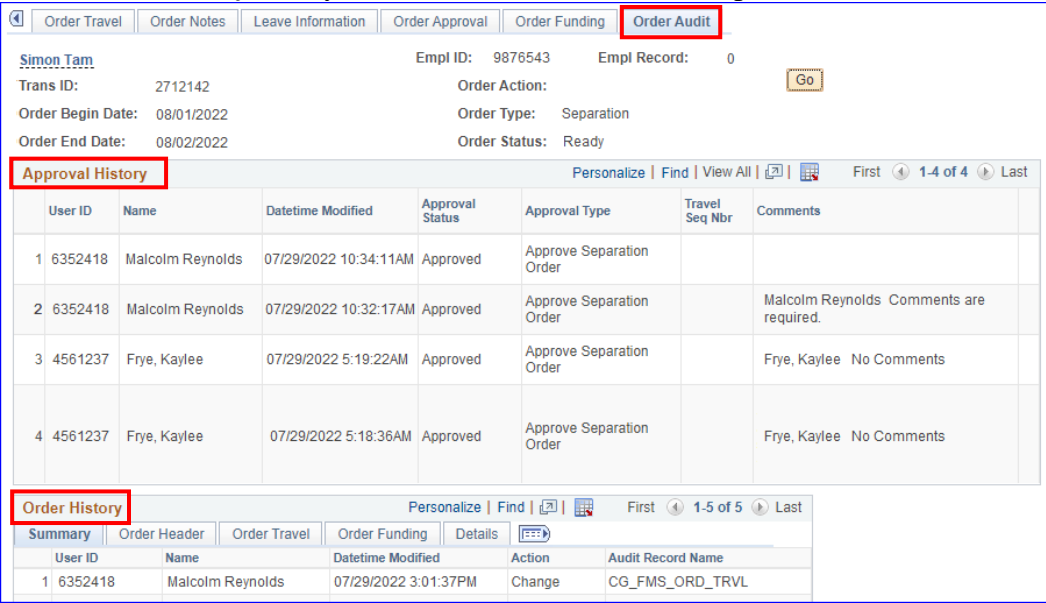
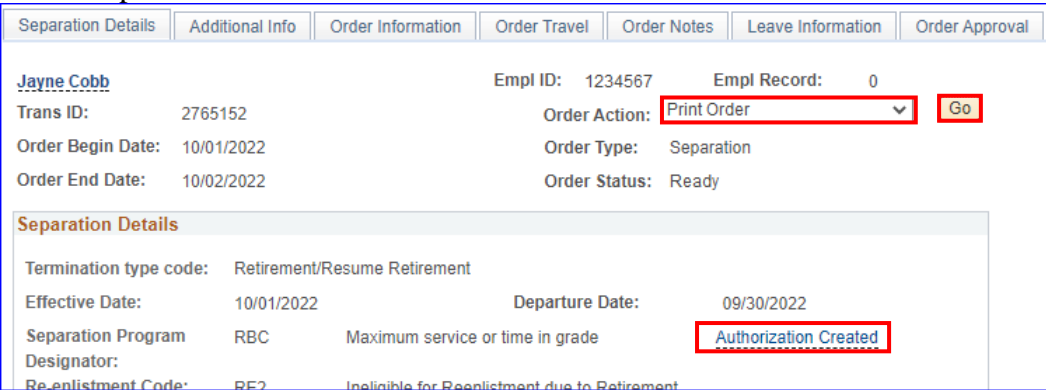
Procedures,  
continued

Step	Action
7	<p>Upon approval, the <b>Order Status</b> will update to Ready and the <b>Approval Sep Order Header</b> status will indicate Approved (see Note).</p> <p>The <b>Orders Integration Process</b> 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><b>NOTE:</b> 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 displays the 'Order Approval' tab in a web application. At the top, there are navigation tabs: 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval' (selected), and 'Order Funding'. The main content area shows details for 'Simon Tam' with 'Empl ID: 9876543' and 'Empl Record: 0'. Fields include 'Trans ID: 2712142', 'Order Begin Date: 08/01/2022', and 'Order End Date: 08/02/2022'. The 'Order Action' is 'Separation' and the 'Order Status' is 'Ready', which is highlighted with a red box. Below this is a 'Route for Approval' section with 'Approval Type: Separation Order Approval', 'User ID: 6352418' (Malcolm Reynolds), and 'Dept of Approving: 000641' (CGC IDA LEWIS). A 'Submit' button is at the bottom. A separate window titled 'Approve Separation Order' shows the 'Approval Sep Order Header' as 'Approved' (highlighted in red), with a comment from Malcolm Reynolds dated 07/29/2022 at 10:32 AM stating 'Comments are required.' Another comment from Frye, Kaylee dated 07/29/2022 at 5:19 AM shows '&lt;No Comments&gt;'. At the bottom of the window are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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# Approving (or Denying) a Separation Order, Continued

Procedures,  
continued

Step	Action																																													
8	<p>Select the <b>Order Audit</b> tab. The Order Audit tab displays the <b>Approval History</b> and <b>Order History</b> of any users that have touched the Separation Orders.</p>  <p>The screenshot shows the 'Order Audit' tab selected. The user is Simon Tam (Empl ID: 9876543). The 'Approval History' table is displayed with the following data:</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>The 'Order History' table is also visible with the following data:</p> <table border="1"> <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 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	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 <b>Order Action</b> drop-down, selecting Print Order and clicking <b>Go</b>; or click the <b>Authorization Created</b> link on the Separation Details tab.</p>  <p>The screenshot shows the 'Separation Details' tab selected for Jayne Cobb (Empl ID: 1234567). The 'Order Action' dropdown is set to 'Print Order' and the 'Go' button is highlighted. The 'Separation Details' section shows the following information:</p> <p>Termination type code: Retirement/Resume Retirement      Effective Date: 10/01/2022 Departure Date: 09/30/2022      Separation Program: RBC Maximum service or time in grade: <a href="#">Authorization Created</a>      Designator:      Re-enlistment Code: RE2 Ineligible for Reenlistment due to Retirement</p>																																													