

Cancelling a Separation Order

Introduction Cancelling an Order should be performed if the Separation will no longer take place. Orders cannot be deleted in Direct Access (DA). The Cancel action will inactivate the Separation Order, keeping a record in the system for future reference.

Before You Begin When a situation requires a Separation Order to be completely cancelled, the process depends on how the Order initiated and the current status of the Order.

In all cases where a Separation Request was created, the Separation Request must be cancelled by PSC before the Separation Order may be cancelled.

Results of a Cancellation Once the cancellation has been approved by a SPO Auditor, the Order Status will update to 'Cancelled.'

If the initial Separation Order was already Finished (processed) and a Separation Job Data row exists, the cancellation will delete the Job Data row.

NOTE: PPC (MAS) MUST be notified via a Customer Care Ticket to manually update any remaining Leave or other payroll information. MAS will manually adjust the leave accumulators and will set up any in-service debt to collect the Lump Sum Leave sale (if applicable).

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Cancelling a Separation Order, Continued

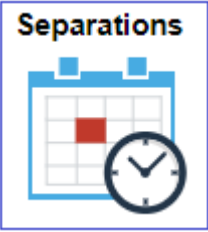
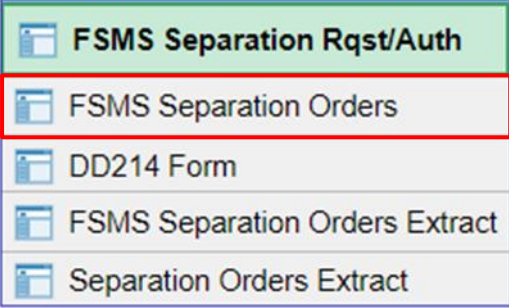
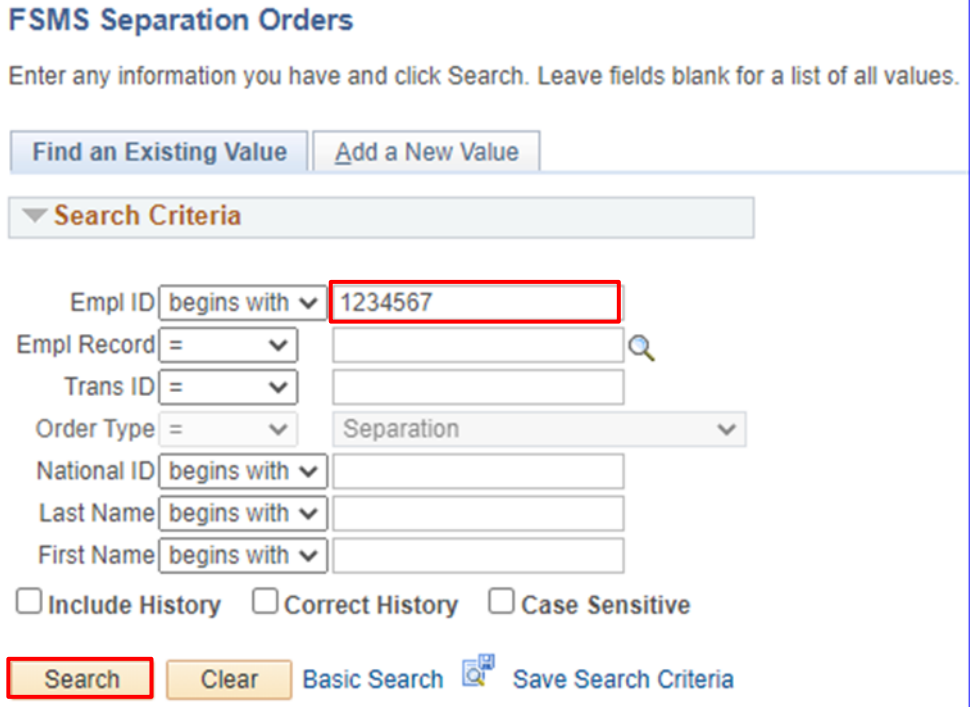
Process The following chart explains the Cancellation process based on the User Roles involved and the Order Status.

SEP Request	Order Status	PSC User	SPO User	SPO Sup	PPC (MAS)
Yes	Authorized	Cancels Sep Req, SEP Order is automatically cancelled			
Yes	Ready	Cancels Sep Req, Contacts SPO to cancel Sep Order	Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order	
Yes	Finished	Cancels Sep Req, Contacts SPO to cancel Sep Order	Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order, Job Row is removed	Cleans up any leave or DA information
No	Authorized		Cancels Sep Order, No Approval Required		
No	Ready		Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order	
No	Finished		Initiates Cancel Order process, submits for Approval	Approves Cancelled Sep Order, Job Row is removed	Cleans up any leave or DA information

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Cancelling a Separation Order, Continued

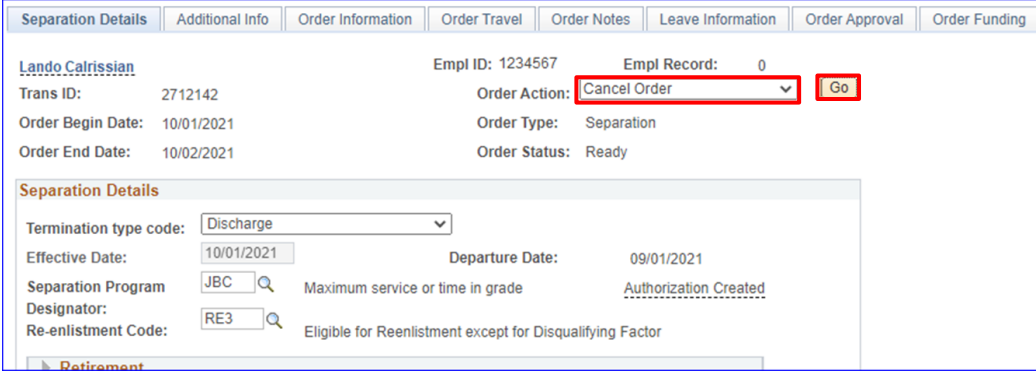
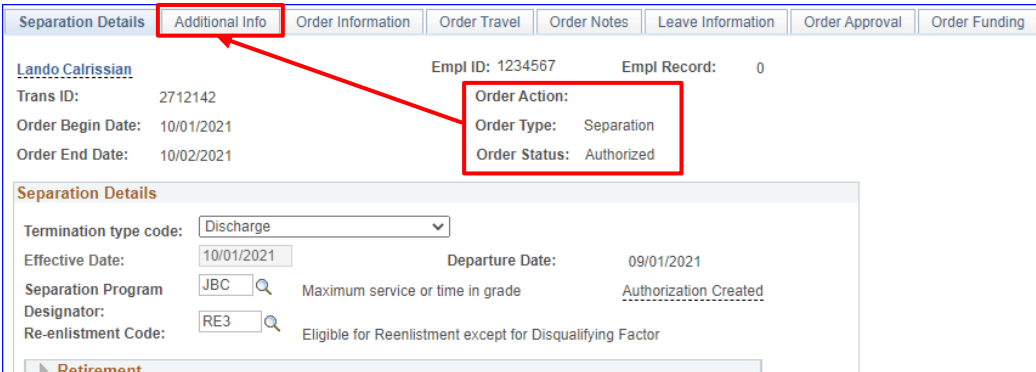
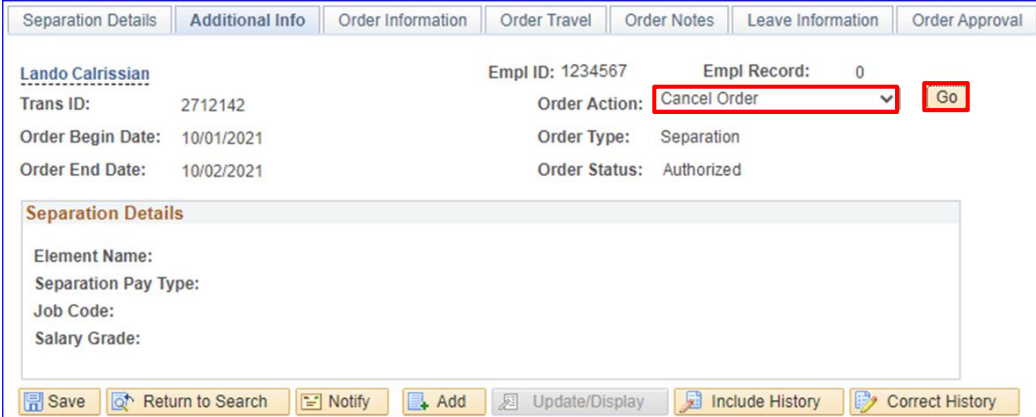
Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p> 
1.5	<p>Select the FSMS Separation Orders option.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

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Cancelling a Separation Order, Continued

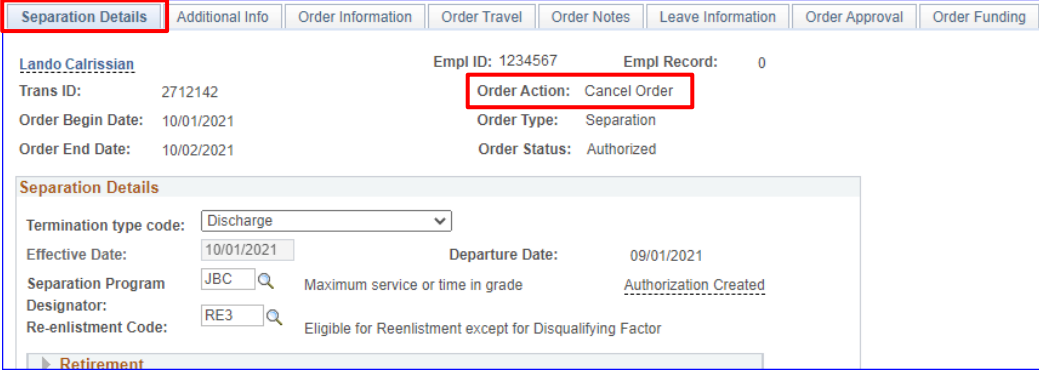
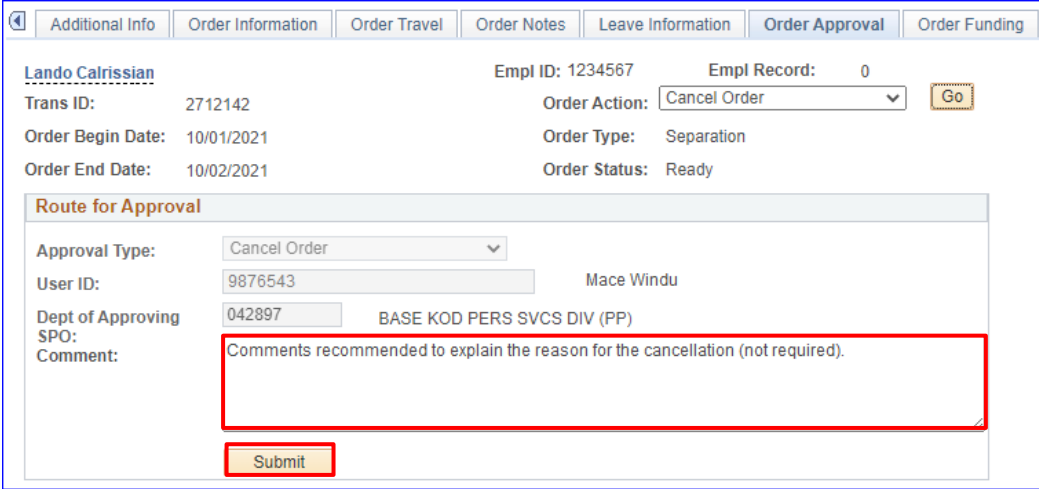
Procedures,
continued

Step	Action
<p>3</p>	<p>On the Separation Details tab: Using the Order Action drop-down, select Cancel Order and click Go and skip to Step 6.</p> <p>If the Order Action is unavailable on the Separation Details tab, go to the Additional Info tab</p>  
<p>4</p>	<p>Using the Order Action drop-down, select Cancel Order and click Go.</p> 

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Cancelling a Separation Order, Continued

Procedures,
continued

Step	Action
5	<p>Return to the Separation Details tab. The Order Action will indicate Cancel Order (still un-editable). This Cancelled Order does not require Approval.</p> 
6	<p>Enter Comments explaining the reason for the cancellation request, then click Submit.</p> 

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Cancelling a Separation Order, Continued

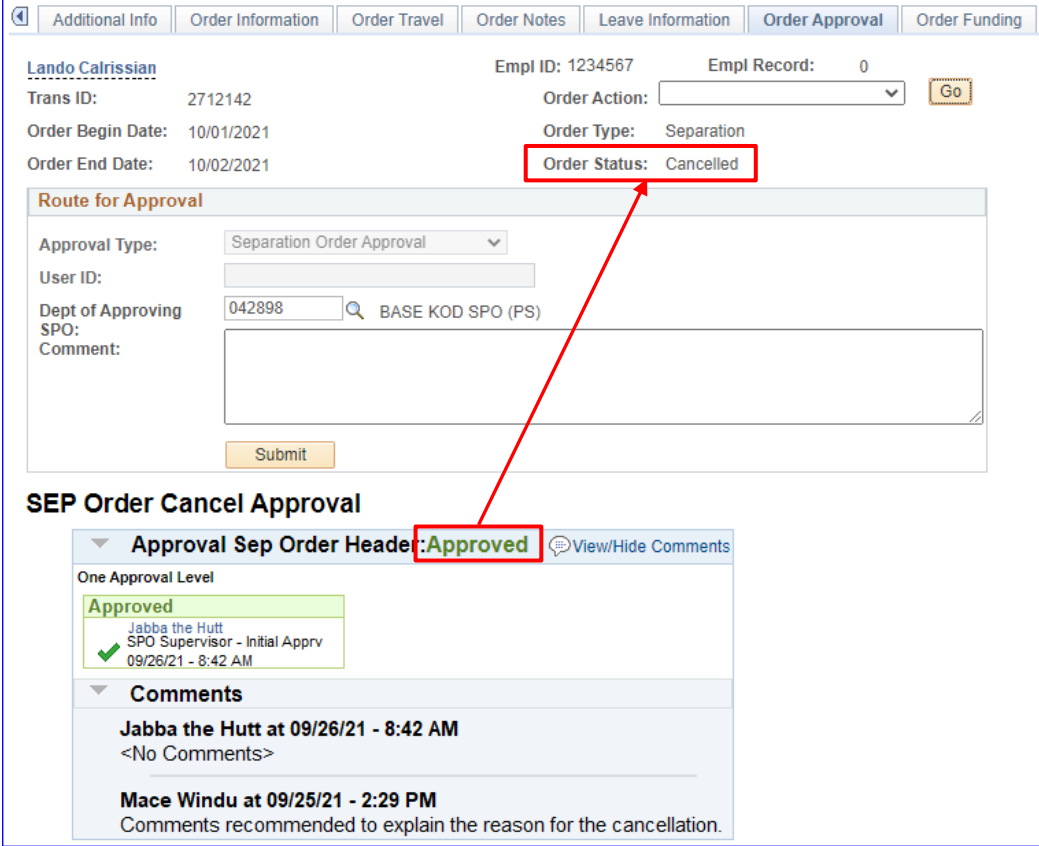
Procedures,
continued

Step	Action
7	<p>Once submitted, the SEP Order Cancel Request will be Pending approval.</p> <div data-bbox="327 526 1369 1265" style="border: 1px solid black; padding: 5px;"> <p>Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding</p> <p><u>Lando Calrissian</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2712142 Order Action: Cancel Order <input type="button" value="Go"/></p> <p>Order Begin Date: 10/01/2021 Order Type: Separation</p> <p>Order End Date: 10/02/2021 Order Status: Ready</p> <hr/> <p>Route for Approval</p> <p>Approval Type: Cancel Order</p> <p>User ID: 9876543 Mace Windu</p> <p>Dept of Approving SPO: 042897 BASE KOD PERS SVCS DIV (PP)</p> <p>Comment: <input type="text"/></p> <hr/> <p>SEP Order Cancel Approval</p> <p>▼ SEP Order Cancel Pending <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Pending</p> <p>Multiple Approvers</p> <p><input type="checkbox"/> SPO Supervisor - Initial Apprv</p> <hr/> <p>Comments</p> <p>Mace Windu at 09/25/21 - 2:29 PM</p> <p>Comments recommended to explain the reason for the cancellation.</p> </div>

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Cancelling a Separation Order, Continued

Procedures,
continued

Step	Action
8	<p>Upon approval by the SPO Auditor, the Order Status will indicate Cancelled.</p>  <p>The screenshot displays a web interface for managing a separation order. At the top, there are tabs for 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval', and 'Order Funding'. The 'Order Approval' tab is active. The main content area shows details for 'Lando Calrissian' with an 'Empl ID' of 1234567 and 'Empl Record' of 0. The 'Order Status' is highlighted in a red box and set to 'Cancelled'. Below this is a 'Route for Approval' section with fields for 'Approval Type', 'User ID', 'Dept of Approving SPO', and a 'Comment' box. A 'Submit' button is at the bottom of this section. Below the approval route is a 'SEP Order Cancel Approval' section. The 'Approval Sep Order Header' is highlighted in a red box and set to 'Approved'. Below this, there is a list of approval levels, with one 'Approved' entry by 'Jabba the Hutt' on 09/26/21 at 8:42 AM. A 'Comments' section follows, showing a comment by 'Mace Windu' on 09/25/21 at 2:29 PM, stating 'Comments recommended to explain the reason for the cancellation.'</p>