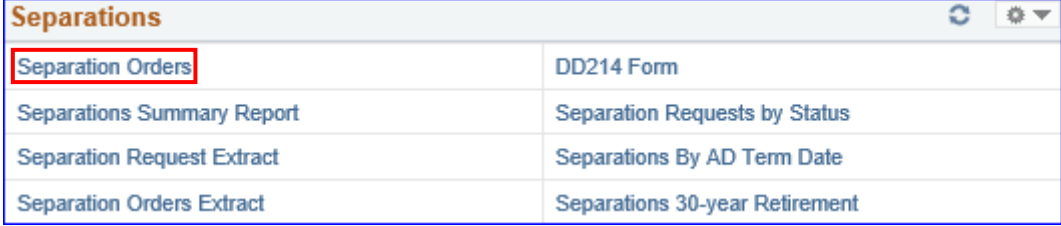
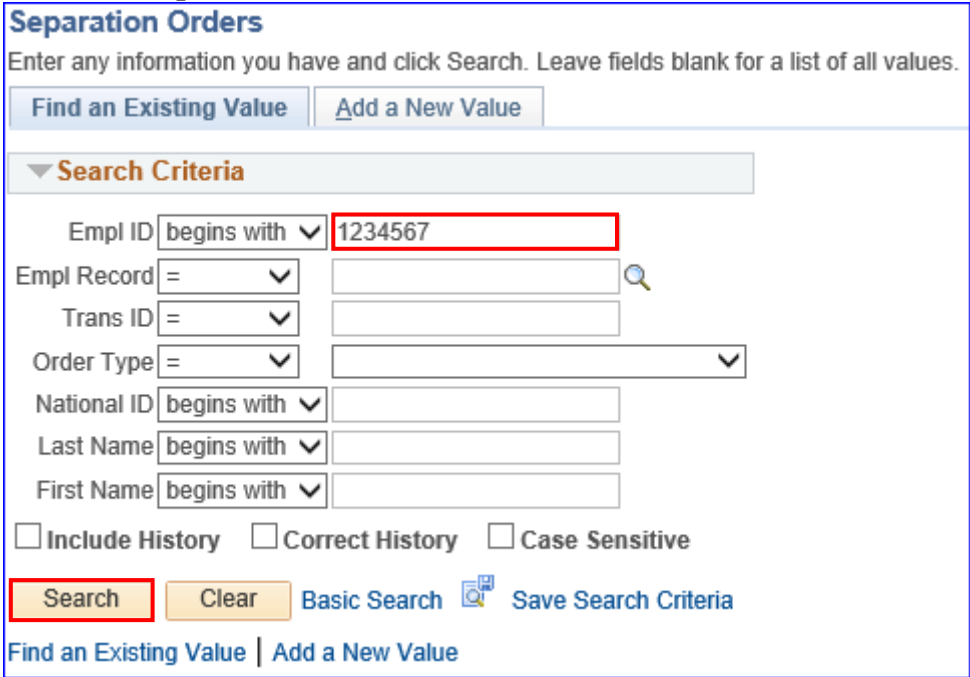


# Discharge with Separation Request

**Introduction** This guide provides the procedures for completing Discharge Orders in Direct Access (DA) when a Separation Request was entered by Personnel Service Center (PSC).

**Orders Integration Process** Once approved, they will be picked up on the Orders Integration Process around 4-5 days (if possible) before their Separation date. This will build the termination job row and put the orders in a finished status.

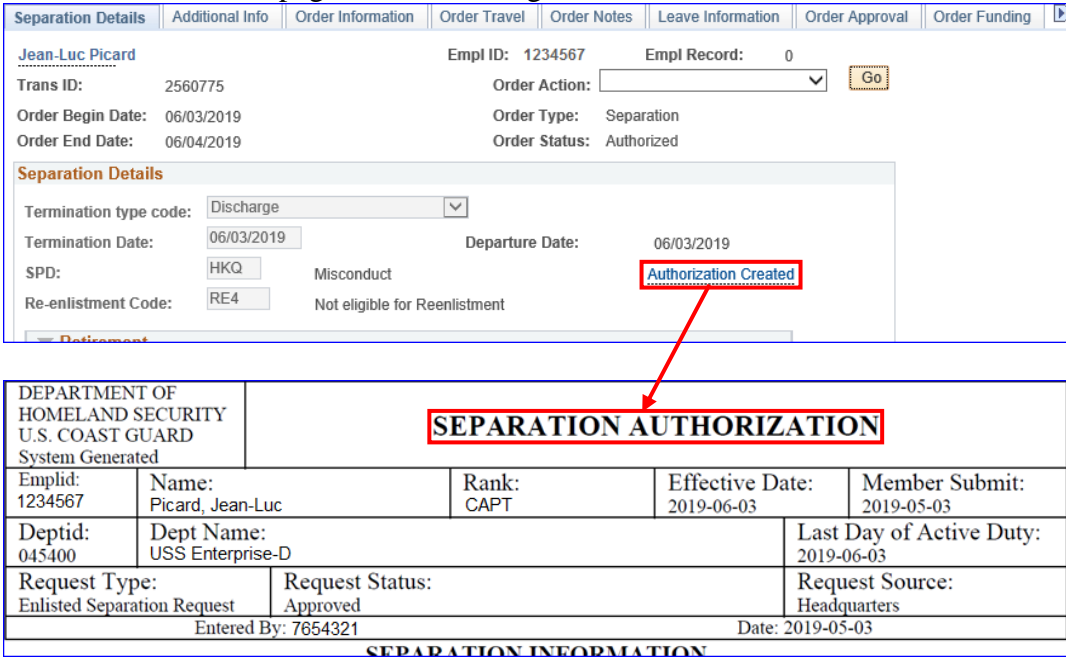
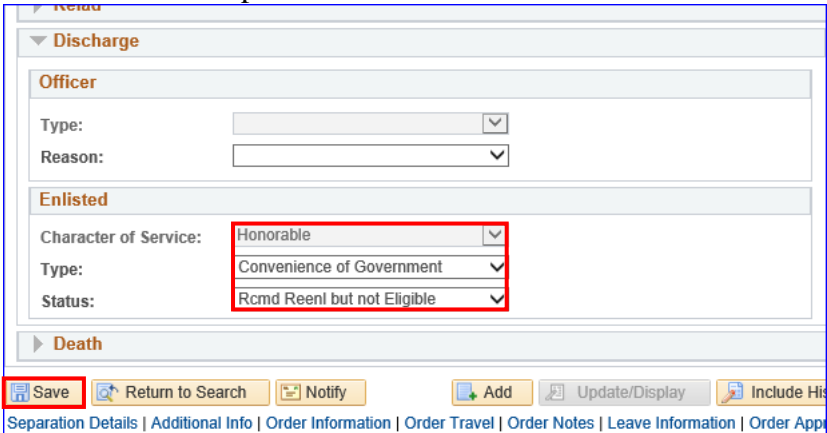
**Procedures** See below.

Step	Action										
1	<p>Select Separation Orders from the Separations pagelet.</p>  <table border="1" data-bbox="316 869 1380 1093"> <thead> <tr> <th colspan="2">Separations</th> </tr> </thead> <tbody> <tr> <td>Separation Orders</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separation Orders Extract</td> <td>Separations 30-year Retirement</td> </tr> </tbody> </table>	Separations		Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separation Orders Extract	Separations 30-year Retirement
Separations											
Separation Orders	DD214 Form										
Separations Summary Report	Separation Requests by Status										
Separation Request Extract	Separations By AD Term Date										
Separation Orders Extract	Separations 30-year Retirement										
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Separation Orders</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Trans ID = ▼</p> <p>Order Type = ▼</p> <p>National ID begins with ▼</p> <p>Last Name begins with ▼</p> <p>First Name begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search   Clear   Basic Search   Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>										

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## Discharge with Separation Request, Continued

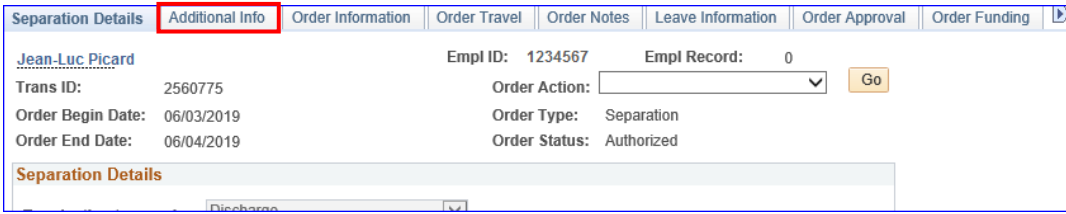
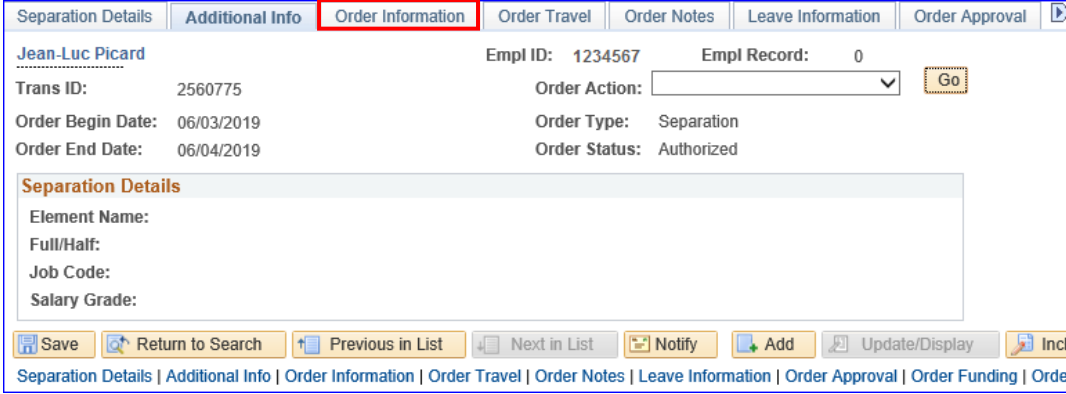
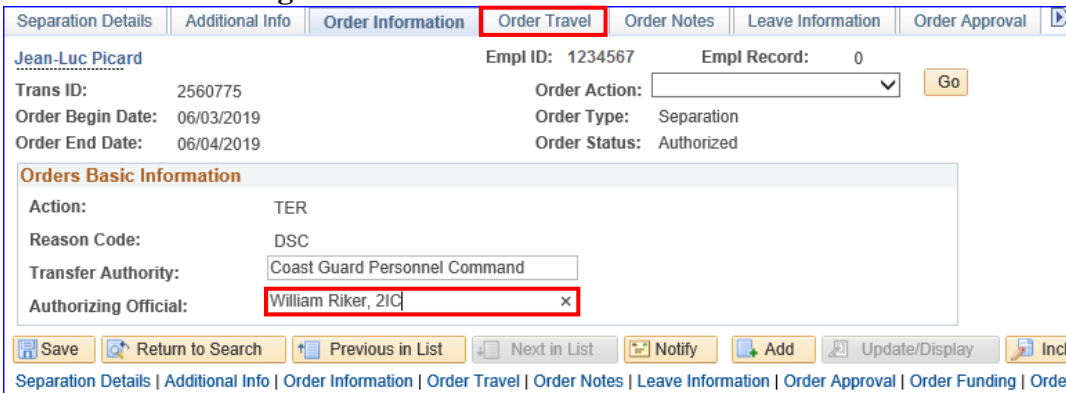
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure the Sep Request has been completed and approved (See the <a href="#">Airport Terminal</a> user guide). Click the <b>Authorization Created</b> link to view and print the <b>Separation Authorization</b>.</p> <p>Now scroll down the page to the Discharge section.</p>  <p>The screenshot shows a web interface with tabs: Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding. The main content area displays details for Jean-Luc Picard (Empl ID: 1234567, Empl Record: 0). Under 'Separation Details', the 'Termination type code' is 'Discharge', 'Termination Date' is '06/03/2019', and 'Departure Date' is '06/03/2019'. A red box highlights the 'Authorization Created' link. Below this is a generated document header: 'DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD System Generated' with a red box around 'SEPARATION AUTHORIZATION'. The document includes fields for Emplid (1234567), Name (Picard, Jean-Luc), Rank (CAPT), Effective Date (2019-06-03), Member Submit (2019-05-03), Deptid (045400), Dept Name (USS Enterprise-D), Last Day of Active Duty (2019-06-03), Request Type (Enlisted Separation Request), Request Status (Approved), Request Source (Headquarters), Entered By (7654321), and Date (2019-05-03).</p>
<p><b>4</b></p>	<p>Depending on whether the member is an Officer or Enlisted, select the appropriate items from the drop-down lists. Click <b>Save</b>.</p>  <p>The screenshot shows the 'Discharge' section with three main categories: Officer, Enlisted, and Death. The 'Enlisted' category is expanded, showing three drop-down menus: 'Character of Service' (Honorable), 'Type' (Convenience of Government), and 'Status' (Rcmd Reen but not Eligible). A red box highlights these three options. At the bottom, a 'Save' button is highlighted with a red box.</p>

*Continued on next page*

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
5	<p>Select the <b>Additional Info</b> tab.</p> 
6	<p>All information on this tab is entered by PSC and cannot be edited. Select the <b>Order Information</b> tab.</p> 
7	<p>Enter the <b>Authorizing Official</b> and then select the <b>Order Travel</b> tab.</p> 

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# Discharge with Separation Request, Continued

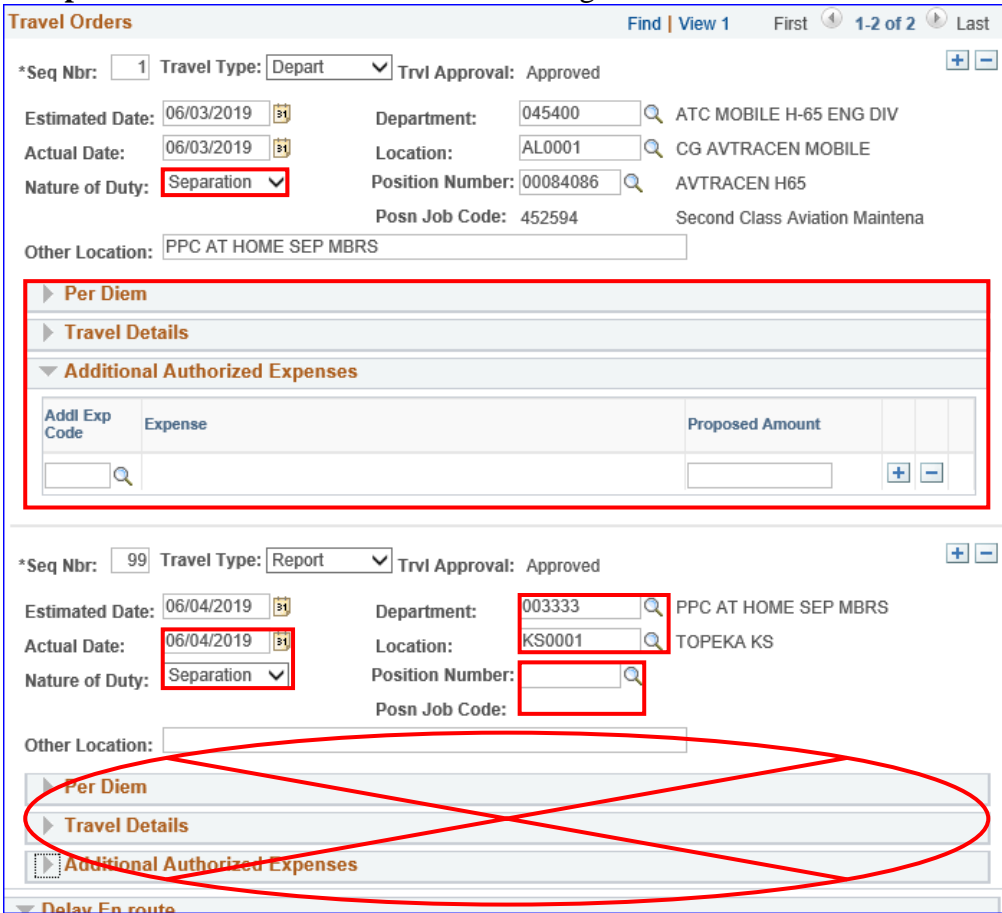
Procedures,  
continued

Step	Action																											
<b>8</b>	<p>Click <b>View All</b> to see both the Depart and Report rows.</p> <div style="border: 1px solid black; padding: 5px;"> <p> <a href="#">Separation Details</a>   <a href="#">Additional Info</a>   <a href="#">Order Information</a>   <a href="#">Order Travel</a>   <a href="#">Order Notes</a>   <a href="#">Leave Information</a>   <a href="#">Order Approval</a>   <a href="#">b</a> </p> <p> <b>Jean-Luc Picard</b>      Empl ID: 1234567      Empl Record: 0                 </p> <p>                     Trans ID: 2560775      Order Action: <input type="text"/> <input type="button" value="Go"/> </p> <p>                     Order Begin Date: 06/03/2019      Order Type: Separation                 </p> <p>                     Order End Date: 06/04/2019      Order Status: Authorized                 </p> <hr/> <p> <b>Itinerary</b> <span style="float: right;">Personalize   Find      First 1-2 of 2 Last</span> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>06/03/2019</td> <td>06/03/2019</td> <td></td> <td>ATC MOBILE H-65 ENG DIV</td> <td>AVTRACEN H65</td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/04/2019</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table> <hr/> <p> <b>Travel Orders</b> <span style="float: right;">Find <b>View All</b> First 1 of 2 Last</span> </p> <p>                     *Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: Approved <span style="float: right;"><input type="button" value="+"/> <input type="button" value="-"/></span> </p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	06/03/2019	06/03/2019		ATC MOBILE H-65 ENG DIV	AVTRACEN H65	CG AVTRACEN MOBILE	99	Report	Approved	06/04/2019			PPC AT HOME SEP MBRS		TOPEKA KS
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																				
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99	Report	Approved	06/04/2019			PPC AT HOME SEP MBRS		TOPEKA KS																				

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# Discharge with Separation Request, Continued

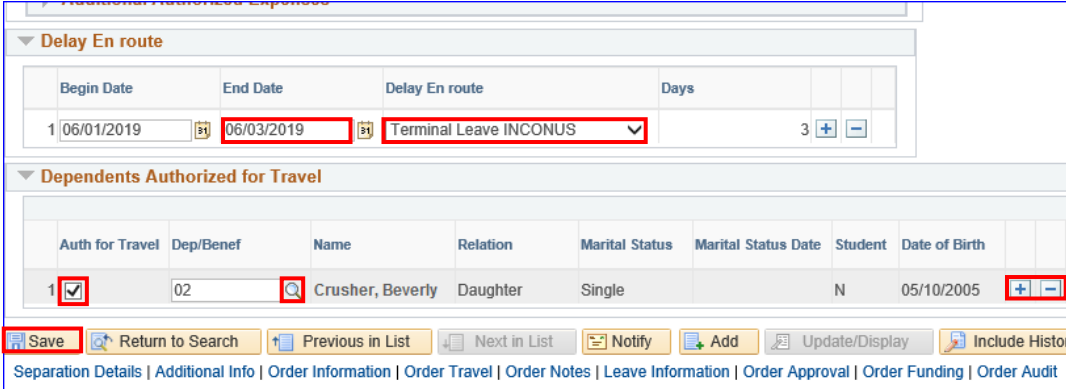
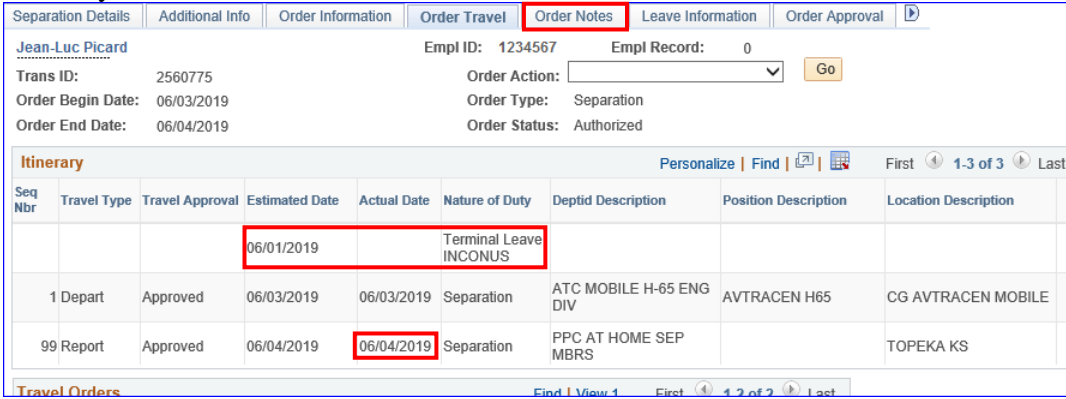
Procedures,  
continued

Step	Action
9	<p>Depart row:</p> <ul style="list-style-type: none"> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Click on the arrows to expand the <b>Per Diem</b>, <b>Travel Details</b>, and/or the <b>Additional Authorized Expenses</b> sections to add specific entitlements for the separating member.</li> </ul> <p>Report row:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual date</b> (same as estimated).</li> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Verify the <b>Department</b> for separation is 003333.</li> <li>• Verify the <b>Location</b> is KS0001.</li> <li>• The <b>Position Number</b> and <b>Posn Job Code</b> should be blank.</li> <li>• The <b>Other Location</b>, <b>Per Diem</b>, <b>Travel Details</b>, and <b>Additional Authorized Expenses</b> sections are not used for Discharges.</li> </ul> 

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## Discharge with Separation Request, Continued

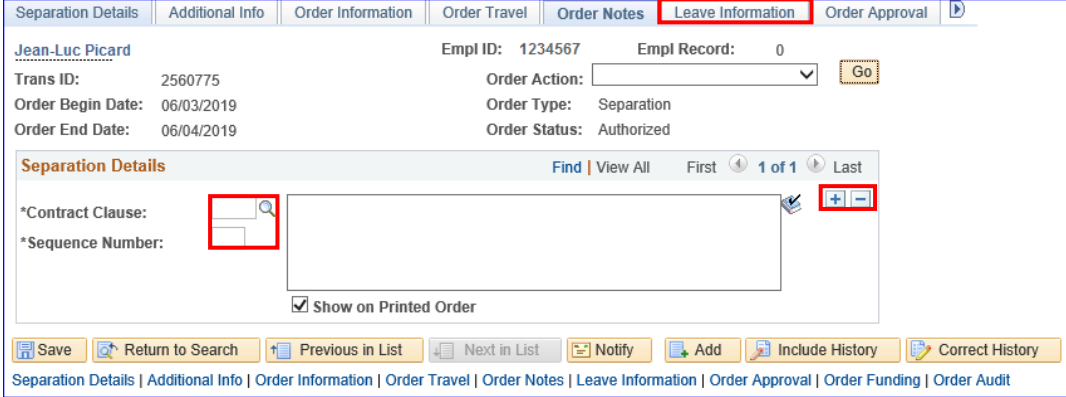
Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>Delay En route:</p> <ul style="list-style-type: none"> <li>Enter any Terminal Leave the member plans to take. The <b>End Date</b> cannot go beyond the Discharge Date. <b>Terminal Leave (INCONUS or OUTCONUS)</b> MUST be the last entry in the Delay En route section.</li> </ul> <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> <li>Select the <b>Auth for Travel</b> box for the appropriate dependents.</li> <li>If the dependents do not auto-populate, use the <b>Dep/Benef</b> lookup and select each one.</li> </ul> <p>Click <b>Save</b>.</p>  <p><b>NOTE:</b> SPOs should manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p>
<p><b>11</b></p>	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the Itinerary section. Select the <b>Order Notes</b> tab.</p> 

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## Discharge with Separation Request, Continued

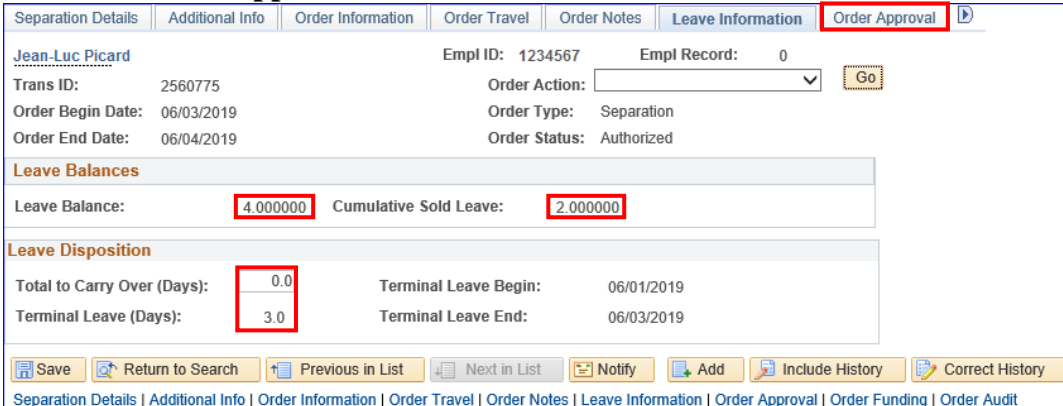
Procedures,  
continued

Step	Action
12	<p>Enter the appropriate <b>Contract Clause(s)</b> (order note(s)) from the lookup icon and edit as necessary. Use the <b>Plus</b> and <b>Minus</b> buttons as necessary. Enter a <b>Sequence Number</b> to identify how they will appear on the orders. Select the <b>Leave Information</b> tab.</p> 

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## Discharge with Separation Request, Continued

Procedures,  
continued

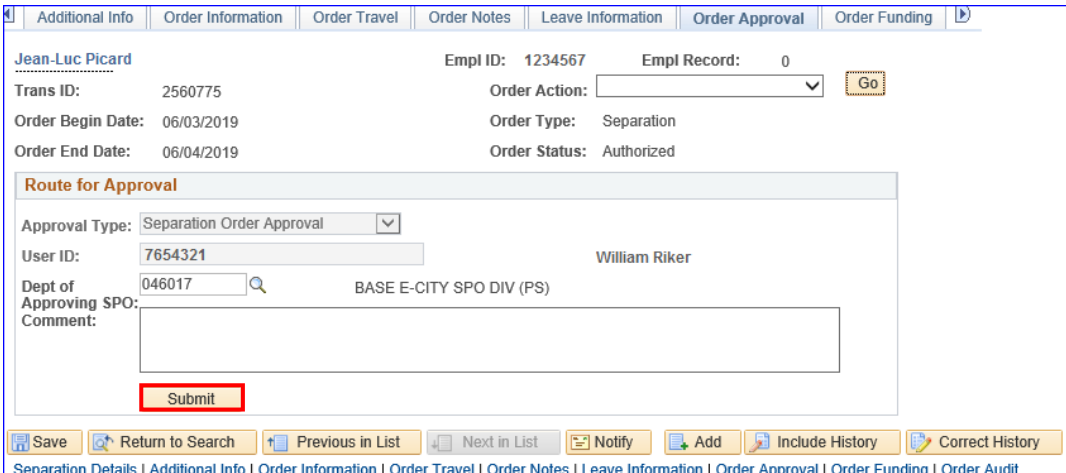
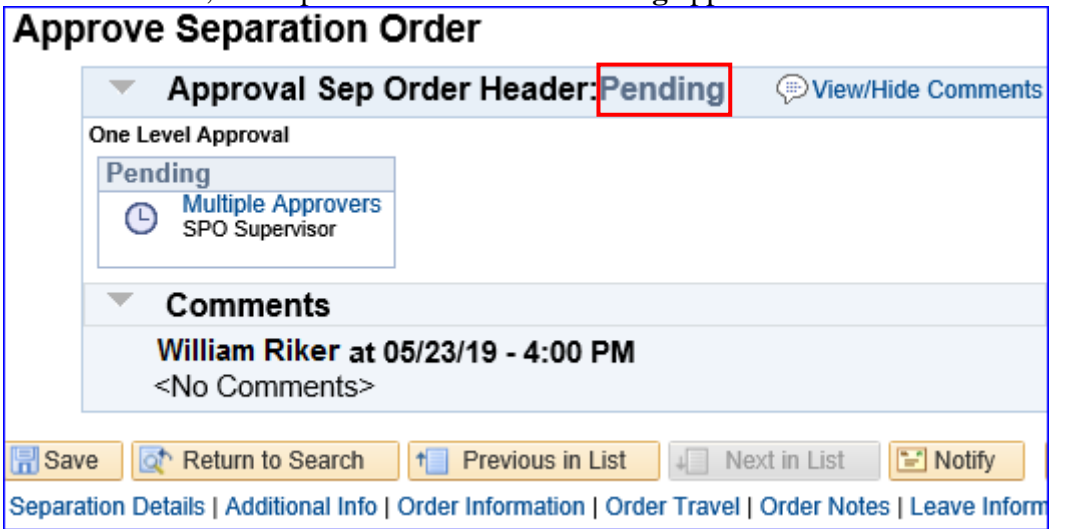
Step	Action
13	<p>Notice that the <b>Terminal Leave (Days)</b> entered on an earlier tab is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member's military career.</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. Use this for members wishing to carry over leave to another branch of the service or if the member is immediately being rehired (with no break).</li> </ul> <p><b>This field is required for any Direct Commissioned Officer going from Enlisted to Officer. The Total to Carry Over (days) MUST match the leave balance. If not used, the system will erroneously sell the leave and a PPC trouble ticket will need to be submitted to correct the leave balances and create debts.</b></p> <ul style="list-style-type: none"> <li>• <b>Terminal Leave (Days)</b> – Sum of terminal leave days specified on the Order travel tab.</li> </ul>
	<p>Select the <b>Order Approval</b> tab.</p> 

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# Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p><b>Click Submit.</b></p>  <p>Additional Info   Order Information   Order Travel   Order Notes   Leave Information   <b>Order Approval</b>   Order Funding</p> <p>Jean-Luc Picard      Empl ID: 1234567      Empl Record: 0</p> <p>Trans ID: 2560775      Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/03/2019      Order Type: Separation</p> <p>Order End Date: 06/04/2019      Order Status: Authorized</p> <p><b>Route for Approval</b></p> <p>Approval Type: Separation Order Approval</p> <p>User ID: 7654321      William Riker</p> <p>Dept of Approving SPO: 046017      BASE E-CITY SPO DIV (PS)</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/></p> <p>Save   Return to Search   Previous in List   Next in List   Notify   Add   Include History   Correct History</p> <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Information   Order Approval   Order Funding   Order Audit</p>
<p><b>15</b></p>	<p>Once submitted, the Separation Orders are <b>Pending</b> approval.</p> <p><b>Approve Separation Order</b></p>  <p>Approval Sep Order Header: <b>Pending</b> <input type="button" value="View/Hide Comments"/></p> <p>One Level Approval</p> <p><b>Pending</b></p> <p><input type="button" value="Clock"/> Multiple Approvers SPO Supervisor</p> <p><b>Comments</b></p> <p><b>William Riker at 05/23/19 - 4:00 PM</b> &lt;No Comments&gt;</p> <p>Save   Return to Search   Previous in List   Next in List   Notify</p> <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Inform</p>