

Separation Order - Approving or Denying

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.

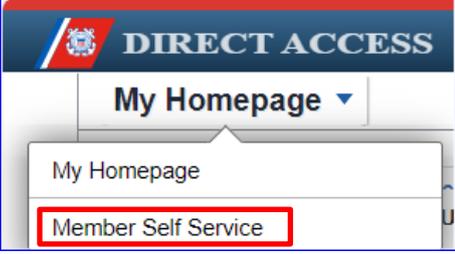
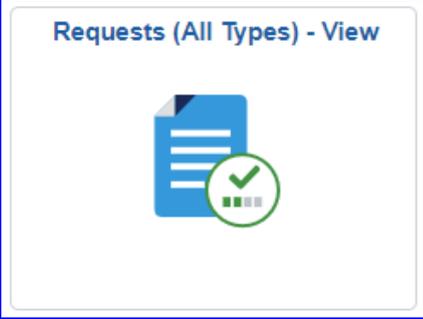
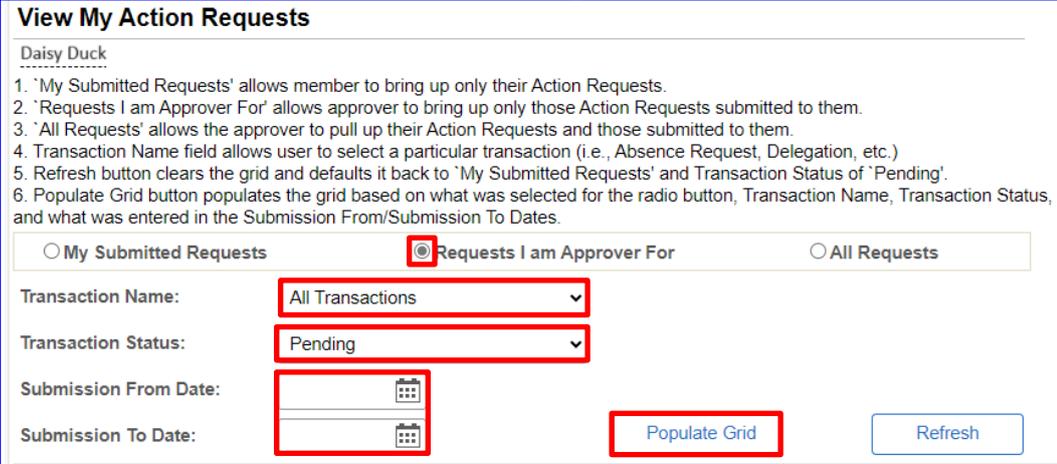
SEP Order and Payout The Separation Order MUST be approved by the SPO Data Entry Cut Off date for the pay calendar of the member’s departure from the unit.

See the Military Payroll Processing Schedule located on MAS’ webpage: [Military Accounts Support \(MAS\) \(uscg.mil\)](http://uscg.mil).

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Separation Order - Approving or Denying, Continued

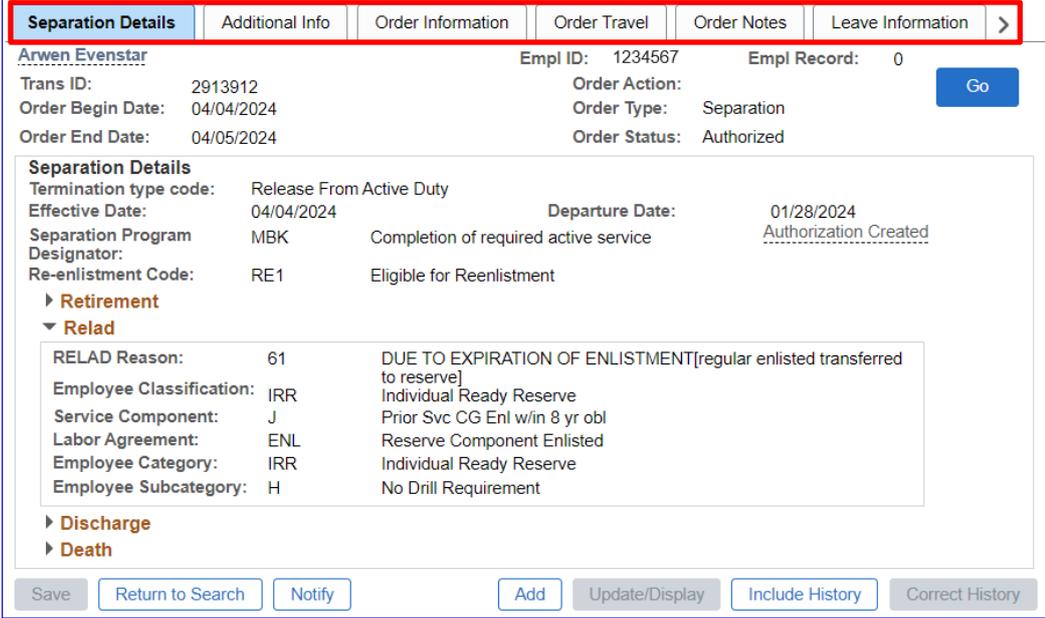
Procedures See below.

Step	Action
1	<p>From the Homepage drop-down select Member Self Service</p> 
2	<p>Click the Requests (All Types) -View tile.</p> 
3	<p>Select the Requests I am Approver For radio button. Ensure the Transaction Status indicates Pending, then click Populate Grid.</p> <p>NOTE: To narrow the search results:</p> <ul style="list-style-type: none"> • Change the Transaction Name to Approval Sep Order Header; • Add a Submission From Date; • Add a Submission To Date; then click Populate Grid. 

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Separation Order - Approving or Denying, Continued

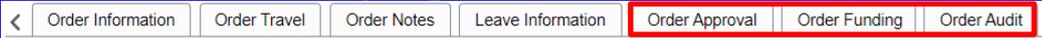
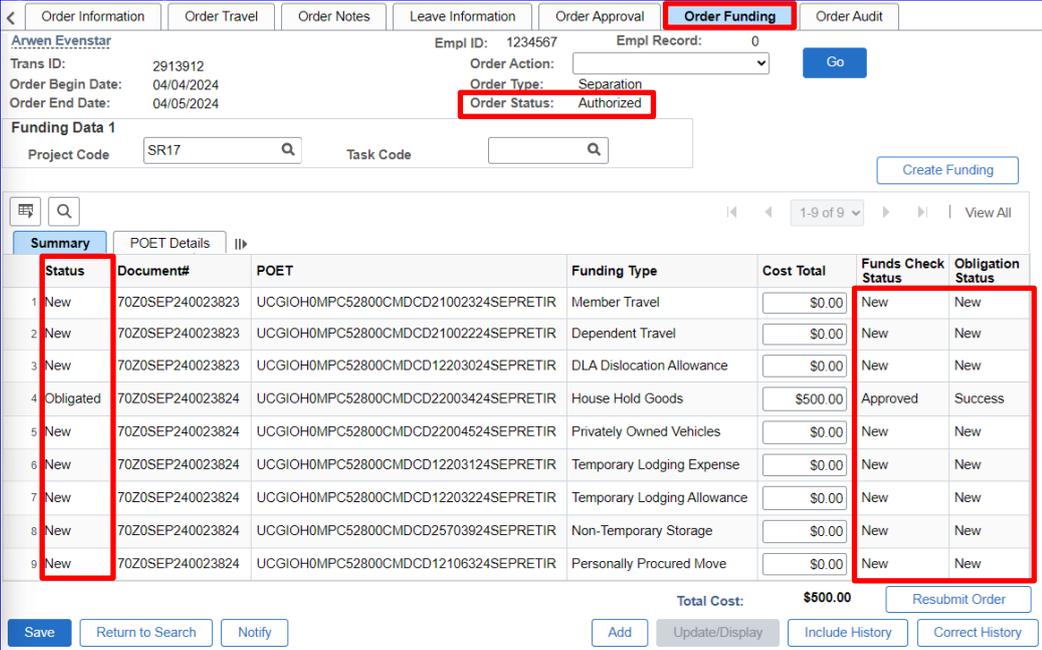
Procedures,
continued

Step	Action																																													
<p>4</p>	<p>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.</p> <p>Click Approve/Deny for the Order to be approved.</p>  <table border="1" data-bbox="325 667 1370 878"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Empld</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 Departing Endorsement</td> <td>Pending</td> <td>Pippin Took</td> <td>1111111</td> <td>Andwise Roper</td> <td>Coast E Bear</td> <td>01/30/2024</td> <td>01/30/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Order Cancel</td> <td>Pending</td> <td>Fredegar Bolger</td> <td>2222222</td> <td>Bilbo Baggins</td> <td>Coast E Bear</td> <td>01/29/2024</td> <td>01/01/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Arwen Evenstar</td> <td>1234567</td> <td>Smeagol Stoor</td> <td>Coast E Bear</td> <td>01/26/2024</td> <td>08/01/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Merry Brandybuck</td> <td>4444444</td> <td>Estella Bolger</td> <td>Coast E Bear</td> <td>01/25/2024</td> <td>06/01/24</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Empld	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	PCS Departing Endorsement	Pending	Pippin Took	1111111	Andwise Roper	Coast E Bear	01/30/2024	01/30/24	Approve/Deny	Reserve Order Cancel	Pending	Fredegar Bolger	2222222	Bilbo Baggins	Coast E Bear	01/29/2024	01/01/24	Approve/Deny	Approval Sep Order Header	Pending	Arwen Evenstar	1234567	Smeagol Stoor	Coast E Bear	01/26/2024	08/01/24	Approve/Deny	Approval Sep Order Header	Pending	Merry Brandybuck	4444444	Estella Bolger	Coast E Bear	01/25/2024	06/01/24	Approve/Deny
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<p>5</p>	<p>The Separation Order will display. Using the tabs across the top of the Order, review the Order information to ensure everything is correct.</p> 																																													
<p>6</p>	<p>Click the arrow to view additional tabs.</p> 																																													

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Separation Order - Approving or Denying, Continued

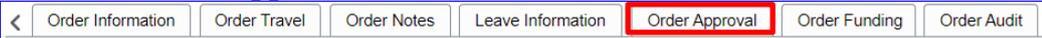
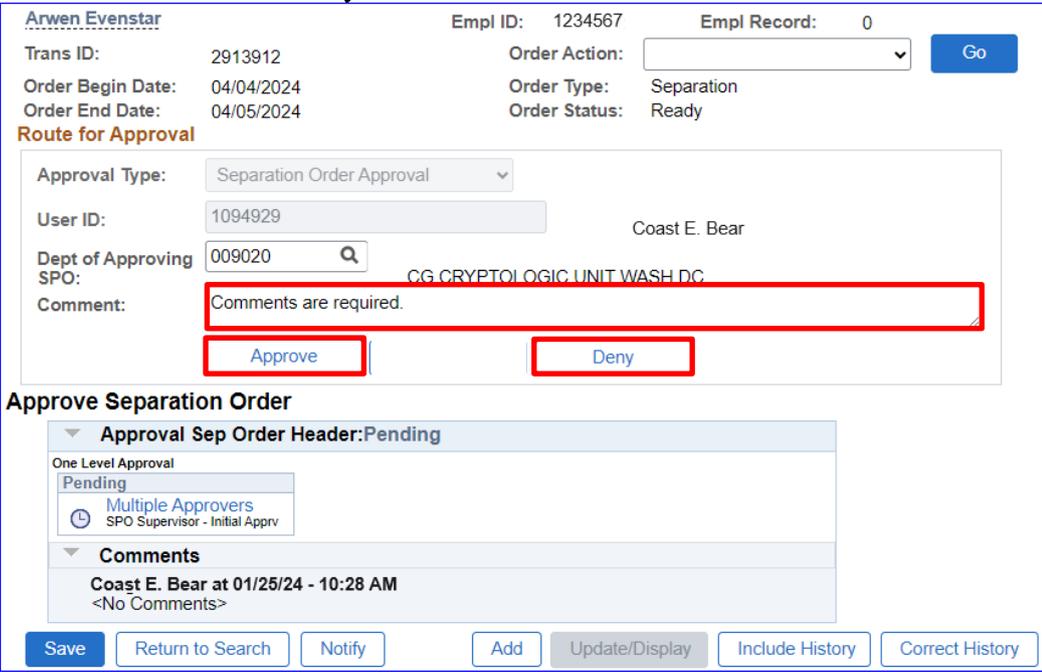
Procedures,
continued

Step	Action
7	<p>Additional tabs will display. Use the tabs to continue to review the Order information and ensure everything is correct.</p> 
8	<p>Order Funding tab: 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 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.</p> <ul style="list-style-type: none"> • 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 9. • If the Order Status indicates Ready without having been Approved – this generally happens when the Order was ‘stuck’ in 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 9. <p>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.</p> 

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Separation Order - Approving or Denying, Continued

Procedures,
continued

Step	Action
9	<p>Select the Order Approval tab.</p> 
10	<p>The Order Approval screen will display. Any comments entered by the Technician will be shown at the bottom of the page. Enter Comments (required), then select the appropriate action:</p> <ul style="list-style-type: none"> • Approve – Approves the order and sets the Order Status to Ready. • Deny – Sets the ‘Approval Sep Order Header’ status to Denied and the Order becomes available for anyone to edit resubmit.  <p>Approve Separation Order</p> <p>Approval Sep Order Header: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p>Multiple Approvers SPO Supervisor - Initial Apprv</p> <p>Comments</p> <p>Coast E. Bear at 01/25/24 - 10:28 AM <No Comments></p> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p>

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Separation Order - Approving or Denying, Continued

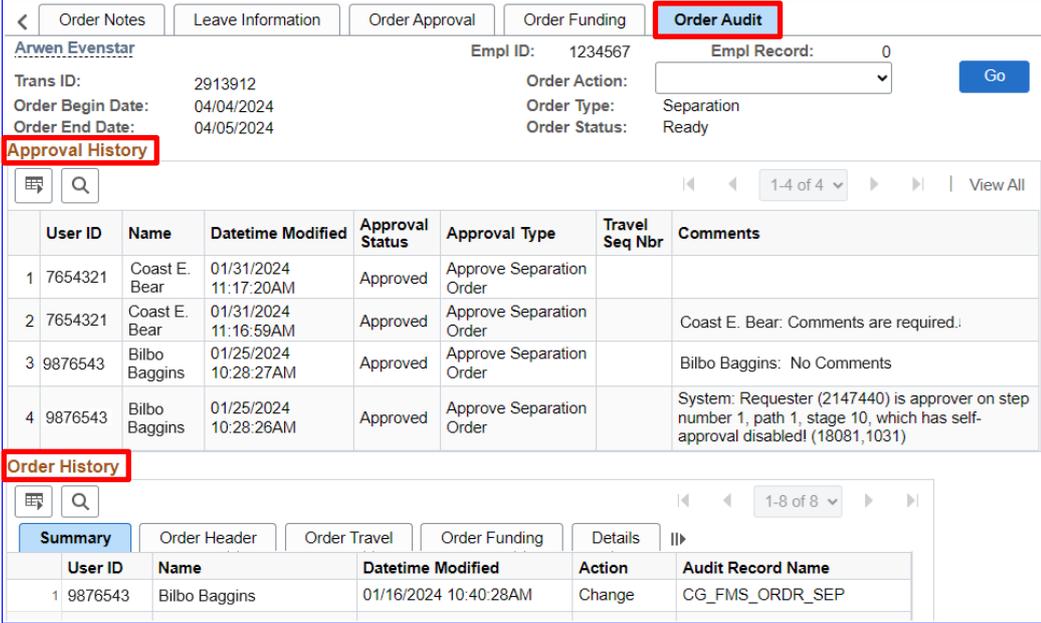
Procedures,
continued

Step	Action
11	<p>Upon approval, the Order Status will update to Ready and the Approval Sep Order Header status will indicate Approved.</p> <p>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.</p> <p>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.</p> <div data-bbox="327 817 1369 1568" style="border: 1px solid black; padding: 5px;"> <p>Arwen Evenstar Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2913912 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 04/04/2024 Order Type: Separation</p> <p>Order End Date: 04/05/2024 Order Status: Ready</p> <p>Route for Approval</p> <p>Approval Type: <input type="text" value="Separation Order Approval"/></p> <p>User ID: <input type="text" value="7654321"/> Coast E. Bear</p> <p>Dept of Approving SPO: <input type="text" value="042822"/> <input type="button" value="Q"/> BASE NCR SPO (PS)</p> <p>Comment: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p>Approve Separation Order</p> <p>Approval Sep Order Header: Approved View/Hide Comments</p> <p>One Level Approval</p> <p>Approved</p> <p><input checked="" type="checkbox"/> Coast E Bear SPO Supervisor - Initial Apprv 01/31/24 - 11:16 AM</p> <p>Comments</p> <p>Coast E Bear at 1/31/24 - 11:16 AM Comments are required.</p> <p>System at 01/25/24 - 10:28 AM Requester (7654321) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)</p> <p style="text-align: center;"> <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> </div>

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Separation Order - Approving or Denying, Continued

Procedures,
continued

Step	Action
<p>12</p>	<p>Select the Order Audit tab. The Order Audit tab displays the Approval History and Order History of any user that have touched the Separation Orders.</p> 
<p>13</p>	<p>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.</p> 