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 Paycut	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).			

Procedures See below.

Step		Action			
1	From the Homepage drop-down select Member Self Service				
		ACCESS			
		ACCESS			
	My Homep	age 🔻			
	My Homepage				
	My Homepage	î			
	Member Self Service	U			
2	Click the Requests (All Types) - View tile.			
	Requests (All Type	es) - View			
		\			
)			
3	Select the Requests I	am Approver For radio b	outton. Ensure the	Fransaction	
	Status indicates Pend	ling, then click Populate (Grid.		
	NOTE To parrow th	na caarch raculte			
	• Change the Trans	action Name to Approval	Sen Order Header		
	 Add a Submission 	From Date:	Sep order fielder,	•	
	• Add a Submission	To Date; then click Pop	ulate Grid.		
	View My Action Reque	ests			
	Daisy Duck				
	 My Submitted Requests' allor Requests I am Approver For 	ws member to bring up only their Action F allows approver to bring up only those A	Requests. ction Requests submitted to the	em.	
	 All Requests' allows the appr Transaction Name field allows 	over to pull up their Action Requests and s user to select a particular transaction (i.e.	those submitted to them. e., Absence Request, Delegatio	on, etc.)	
	 Refresh button clears the grid Populate Grid button populate 	and defaults it back to `My Submitted Re the grid based on what was selected fo	equests' and Transaction Status or the radio button, Transaction	of `Pending'. Name, Transaction Status,	
	and what was entered in the Sul	bmission From/Submission To Dates.			
	OMy Submitted Requests	Requests I am App	prover For OA	II Requests	
	Transaction Name:	All Transactions			
	Transaction Status:	Pending ~			
	Submission From Date:	=			
	Submission To Date:		Populate Grid	Refresh	
	U				

Procedures,

continued

Step				Action				
4	Any pending Orders will display under Order Approvals. It may be necessary to							
	click View All to	display a	ll pending	g Orders.	Orders	may also	be sort	ted by
	clicking on any or	f the colu	mn head	ers.		5		5
	6 7							
	Click Approve/D	env for th	ne Order	to be app	roved.			
	Order Approvals	•119 101 11			10,000	(
							1-20 of 65 🗸	View All
	Transaction Name Status PCS Departing Booding	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin I	Approve/Deny
	Endorsement Pending Pending Pending	Frederar Pelger	2222222	Rilbo Raggins	Coast E Bear	01/30/2024	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	444444	Estella Bolger	Coast E Bear	01/25/2024	06/01/24	Approve/Deny
5	The Concretion O	ndon	diamlary I	Icina tha	tabaaa	maga that	on of th	a Ondan
5	The Separation O		uispiay. C	Jsing the		ross the t	op of th	e Order,
	review the Order	informati	on to ensi	ure every	thing is	correct.	1.(
	Separation Details	Additional Info	Order Inform	nation Ord	er Travel	Order Notes	Leave In	formation >
	Arwen Evenstar			Empl ID	: 1234567	Empl F	Record: (
	Trans ID: 2913 Order Begin Date: 04/0	912 4/2024			Order Action: Order Type:	Separation		Go
	Order End Date: 04/0	5/2024		c	Order Status:	Authorized		
	Separation Details Termination type code:	Release From	n Active Duty	_				
	Effective Date: Separation Program	04/04/2024 MBK	Completion of	Dep of required activ	arture Date:	01/2 Auth	28/2024 orization Crea	ated
	Designator:	DE1	Eligible for D		0 0011100			
	 Retirement 	REI	Eligible for R	eeniistment				
	▼ Relad							
	RELAD Reason:	61	DUE TO EX	VERATION OF	ENLISTMEN	T[regular enliste	ed transferred	ł
	Employee Classificati	on: IRR	to reservej Individual F	leady Reserve				
	Service Component:	J	Prior Svc C	G Enl w/in 8 yr	obl			
	Employee Category:	IRR	Individual F	Ready Reserve	leu			
	Employee Subcatego	ry: H	No Drill Red	quirement				
	Discharge							
	Death							
	Save Return to Sear	ch Notify		Add	Update/Disp	lay Include	History	Correct History
6	Click the arrow t	o view ad	ditional t	ahs				
U	Check the urrow t				dee Teerrel	Order Natar		atamatian 🚺
	Separation Details	Additional Into	Urder Infor	mation Or	der Travel	Order Notes	Leave	nformation
	Trans ID:	040		Empl I	D: 123456	(Empl	Record:	0
	Order Begin Date: 04/0	4/2024			Order Type:	Separation		Go
	Order End Date: 04/0	5/2024			Order Status	: Authorized		

Procedures,

continued

Step	Action							
7	Additional tabs will display. Use the tabs to continue to review the Order							
	informat	tion and en	sure everything is	correct.				
	< Order In	formation Orde	er Travel Order Notes	Leave Information	on Order Approva	I Order F	unding	Order Audit
						1 0		
8	Order F entered a	' unding ta and obligat	b: Review the PC ed appropriately ()ET Deta: see Note)	ils to ensure).	the fund	ding has	s been
	If the Or reflect A Obligate Obligat	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.						
	 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. 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. 							
	Trans ID: Order Begin Dat Order End Date: Funding Data	2913912 te: 04/04/2024 : 04/05/2024 1		D: 1234567 Order Action: Order Type: Se Order Status: Au	eparation ithorized	Go		
	Project Code	SR17	Q Task Code	(٩			
							Create	Funding
	R Q				14	◀ 1-9 of 9	▶ ▶	View All
	Summary	POET Details >	POET	Fur		Cost Total	Funds Check	Obligation
	1 New	70Z0SEP240023823	UCGIOH0MPC52800CMDCD210023	24SEPRETIR Mer	mber Travel	\$0.00	Status New	Status
	2 New	70Z0SEP240023823	UCGIOH0MPC52800CMDCD210022	24SEPRETIR Dep	pendent Travel	\$0.00	New	New
	3 New	70Z0SEP240023823	UCGIOH0MPC52800CMDCD122030	24SEPRETIR DLA	A Dislocation Allowance	\$0.00	New	New
	4 Obligated	70Z0SEP240023824	UCGIOH0MPC52800CMDCD220034	24SEPRETIR Hou	use Hold Goods	\$500.00	Approved	Success
	5 New	70Z0SEP240023824	UCGIOH0MPC52800CMDCD220045	24SEPRETIR Priv	vately Owned Vehicles	\$0.00	New	New
	6 New	70Z0SEP240023824	UCGIOH0MPC52800CMDCD122031	24SEPRETIR Ten	nporary Lodging Expense	\$0.00	New	New
	7 New	70Z0SEP240023824	UCGIOH0MPC52800CMDCD122032	24SEPRETIR Ten	nporary Lodging Allowance	\$0.00	New	New
	8 New	70Z0SEP240023824	UCGIOH0MPC52800CMDCD257039	24SEPRETIR Nor	n-Temporary Storage	\$0.00	New	
	9 New	70Z0SEP240023824	UCGIOH0MPC52800CMDCD121063					New
			00010110111 002000011000121000	24SEPRETIR Per	sonally Procured Move	\$0.00	New	New
				24SEPRETIR Per	sonally Procured Move	\$0.00 \$500.00	New	New New omit Order
	Save	eturn to Search N	otify	24SEPRETIR Per	Total Cost:	\$0.00 \$500.00 ay Include	New Result	New New omit Order

Procedures,

continued

Step			Action				
9	Select the Order Approval tab.						
	Corder Information	Order Travel Order Notes	Leave Information	Order Approval Order Funding Order Audit			
10	The Order App Technician will (required), then • Approve – A	roval screen will d be shown at the b select the appropri- pproves the order	lisplay. Any cor ottom of the pag riate action: and sets the Ord	nments entered by the ge. Enter Comments er Status to Ready.			
	• Deny – Sets t becomes avai	he 'Approval Sep lable for anyone to	Order Header's so edit resubmit.	tatus to Denied and the Order			
	Arwen Evenstar		Empl ID: 1234567	Empl Record: 0			
	Trans ID:	2913912	Order Action:	Go			
	Order Begin Date: Order End Date: Route for Approval	04/04/2024 04/05/2024	Order Type: Order Status:	Separation Ready			
	Approval Type:	Separation Order Approval	~				
	User ID:	1094929		Coast E. Bear			
	Dept of Approving SPO:	009020 Q	CRYPTOLOGIC UNIT W	SIC UNIT WASH DC			
	Comment: Comments are required.						
		Approve	Deny				
	Approve Separation	on Order					
	Approval S	ep Order Header:Pendin	g				
	One Level Approval Pending Multiple Approvers SPO Supervisor - Initial Apprv						
	▼ Comments						
	Coast E. Bea <no commer<="" th=""><th>r at 01/25/24 - 10:28 AM hts></th><th></th><th></th></no>	r at 01/25/24 - 10:28 AM hts>					
	Save Return t	o Search Notify	Add Update/E	Display Include History Correct History			

Procedures,

continued

			Action				
Up Or	Upon approval, the Order Status will update to Ready and the Approval Sep Order Header status will indicate Approved.						
Th the Te	e Orders In te Order End I rmination job	t egration Process w Date and set the Orde Data row.	ill pick up the Ord er Status to Finishe	er roughly 3-5 days befored and generate the			
NO To Or	DTE: It may refresh the p der.	be necessary to refre page, either press F5	esh the page to see on the keyboard o	the updated Order Status r exit and re-open the			
A	rwen Evenstar		Empl ID: 1234567	Empl Record: 0			
Tr	ans ID:	2913912	Order Action:	Go			
Or Or Ro	rder Begin Date: rder End Date: oute for Approval	04/04/2024 04/05/2024	Order Type: Se Order Status: Re	eparation eady			
	Approval Type:	Separation Order Approval	~				
	User ID:	7654321	Coast E. Bea	ar			
[Dept of Approving SPO:	042822 Q BASE NO	R SPO (PS)				
	Comment:	Submit					
Ар	prove Separatio	n Order p Order Header:Approved	©View/H	ide Comments			
	One Level Approval Approved Coast E Bea SPO Supervisor 01/31/24 - 11:16 A	1 I filial Apprv M					
	 Comments 						
	Coast E Bear Comments are System at 01/	at 1/31/24 - 11:16 AM required. 25/24 - 10:28 AM 54321) is approver on step numbe	r 1, path 1, stage 10, which ha	s self-			
	Requester (76 approval disab	led! (18081.1031)					

Procedures,

continued

Step	Action	Action					
12	Select the Order Audit tab. The Order Audit tab displays the Approval						
	History and Order History of any user that have touched the S	Separation					
	Orders.						
	Order Notes Leave Information Order Approval Order Funding Order Audit						
	Arwen Evenstar Empl ID: 1234567 Empl Record:	0					
	Trans ID: 2913912 Order Action:	↓					
	Order End Date: 04/05/2024 Order Status: Ready						
	Approval History	a bi lisa an					
		4 ✓ ► ► View All					
	User ID Name Datetime Modified Approval Status Approval Type Travel Seq Nbr						
	1 7654321 Coast E. 01/31/2024 Bear 11:17:20AM Approved Approved Order						
	2 7654321 Coast E. 01/31/2024 Bear 11:16:59AM Approved Approved Order Coast E. Bear: Con	nments are required.					
	3 9876543 Bilbo D1/25/2024 Approved Approve Separation Order Bilbo Baggins: No	Comments					
	4 9876543 Bilbo Baggins 01/25/2024 Approved Approved Approve Separation Order number 1, path 1, s approved Signal Approved Approved Approved Approved Approved Signal Approved	(2147440) is approver on step tage 10, which has self- (18081 1031)					
	Order History						
	■ Q I I-8 of 8	3 🗸 🕨 🕨					
	Summary Order Header Order Travel Order Funding Details II						
	User ID Name Datetime Modified Action Audit Record Nam	ne					
	1 9876543 Bilbo Baggins 01/16/2024 10:40:28AM Change CG_FMS_ORDR_S	SEP					
13	Approved orders may be printed by using the Order Action dr	op-down,					
	selecting Print Order and clicking Go; or click the Authorizati	on Created link					
	on the Separation Details tab.						
	Separation Details Additional Info Order Information Order Travel Order Notes	Leave Information >					
	Arwen Evenstar Empl ID: 1234567 Empl Record:	0					
	Trans ID: 2913912 Order Action: Print Order	✓ Go					
	Order Begin Date: 04/04/2024 Order Type: Separation Order End Date: 04/05/2024 Order Status: Ready						
	Separation Details						
	Termination type code: Release From Active Duty						
	Effective Date: 04/04/2024 Departure Date: 01/28/20)24					
	Separation Program MBK Q Completion of required active service Authoriza	tion Created					
	Re-enlistment Code: RE1 Q Eligible for Reenlistment						