

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

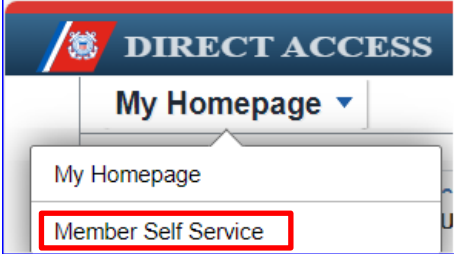
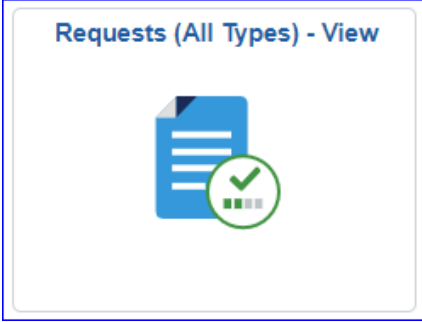
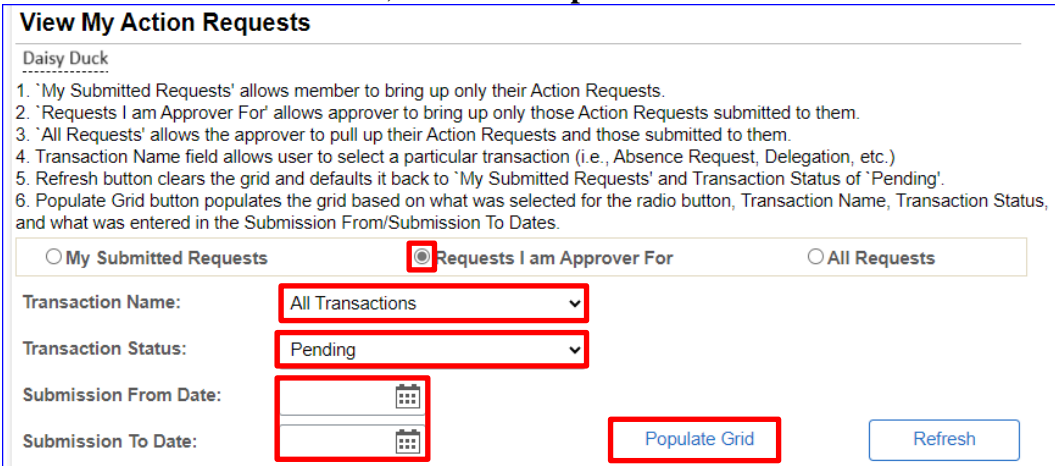
The Separation Order MUST be approved by the SPO Data Entry Cut Off date for the pay calendar of the member's departure from the unit.

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

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Separation Order - Approving or Denying, Continued

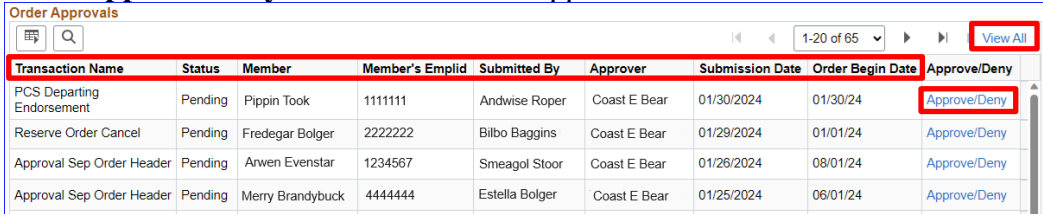
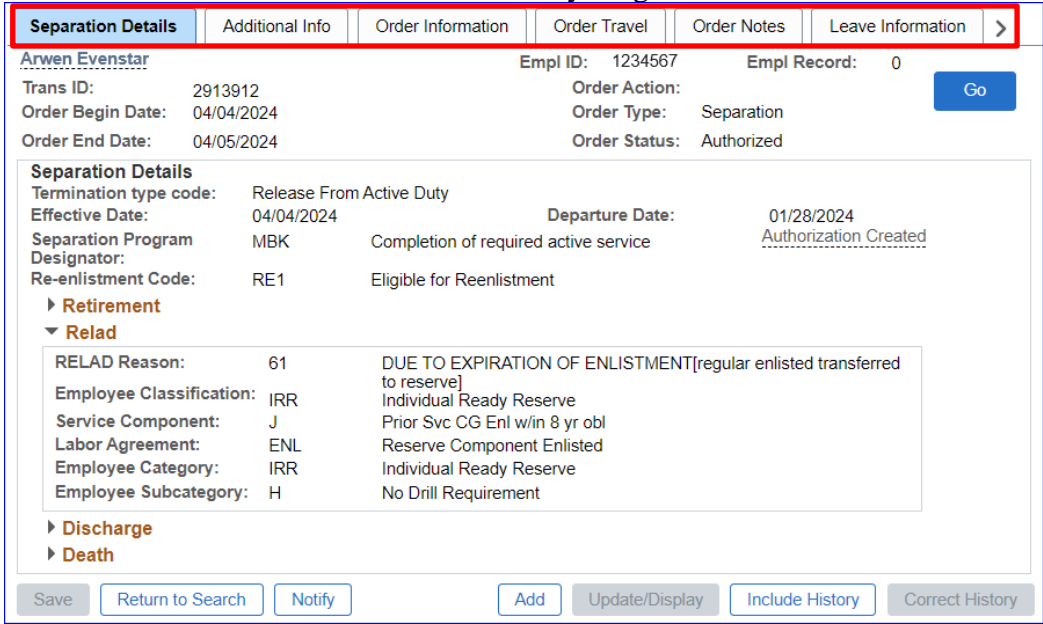
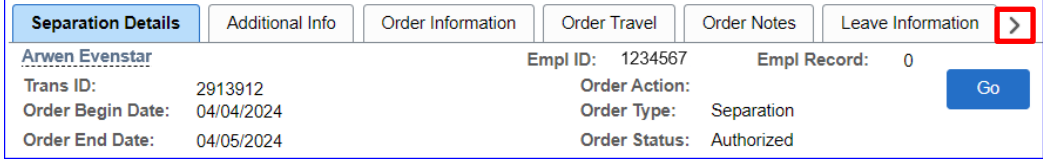
Procedures See below.

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
4	<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> 
5	<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> 
6	<p>Click the arrow to view additional tabs.</p> 

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Separation Order - Approving or Denying, Continued

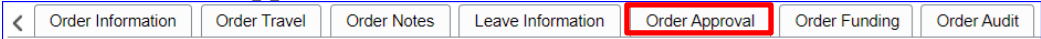
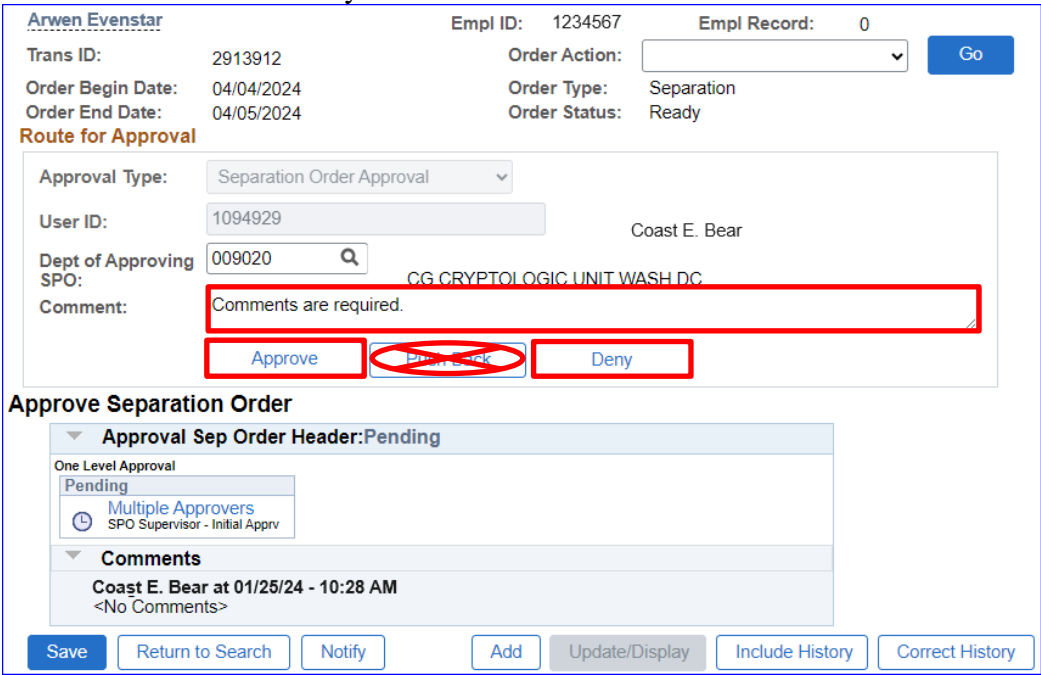
Procedures,
continued

Step	Action																																																																						
7	<p>Additional tabs will display. Use the tabs to continue to review the Order information and ensure everything is correct.</p> <p> <input type="button" value="Order Information"/> <input type="button" value="Order Travel"/> <input type="button" value="Order Notes"/> <input type="button" value="Leave Information"/> <input type="button" value="Order Approval"/> <input type="button" value="Order Funding"/> <input type="button" value="Order Audit"/> </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> <p> <input type="button" value="Order Information"/> <input type="button" value="Order Travel"/> <input type="button" value="Order Notes"/> <input type="button" value="Leave Information"/> <input type="button" value="Order Approval"/> <input type="button" value="Order Funding"/> <input type="button" value="Order Audit"/> </p> <p>Arwen Evenstar</p> <p>Trans ID: 2913912 Empl ID: 1234567 Empl Record: 0</p> <p>Order Begin Date: 04/04/2024 Order Action: <input type="button" value="Go"/></p> <p>Order End Date: 04/05/2024 Order Type: Separation</p> <p>Order Status: Authorized</p> <p>Funding Data 1</p> <p>Project Code: SR17 Task Code: <input type="text"/></p> <p><input type="button" value="Create Funding"/></p> <p>1-9 of 9 View All</p> <table border="1"> <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>New</td><td>70Z0SEP240023823</td><td>UCGIOH0MPC52800CMD21002324SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023823</td><td>UCGIOH0MPC52800CMD21002224SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023823</td><td>UCGIOH0MPC52800CMD212203024SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>Obligated</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD22003424SEPRETIR</td><td>House Hold Goods</td><td>\$500.00</td><td>Approved</td><td>Success</td></tr> <tr> <td>New</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD22004524SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD212203124SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD212203224SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD225703924SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr> <td>New</td><td>70Z0SEP240023824</td><td>UCGIOH0MPC52800CMD212106324SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table> <p>Total Cost: \$500.00 <input type="button" value="Resubmit Order"/></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>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	New	70Z0SEP240023823	UCGIOH0MPC52800CMD21002324SEPRETIR	Member Travel	\$0.00	New	New	New	70Z0SEP240023823	UCGIOH0MPC52800CMD21002224SEPRETIR	Dependent Travel	\$0.00	New	New	New	70Z0SEP240023823	UCGIOH0MPC52800CMD212203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	Obligated	70Z0SEP240023824	UCGIOH0MPC52800CMD22003424SEPRETIR	House Hold Goods	\$500.00	Approved	Success	New	70Z0SEP240023824	UCGIOH0MPC52800CMD22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	New	70Z0SEP240023824	UCGIOH0MPC52800CMD212203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	New	70Z0SEP240023824	UCGIOH0MPC52800CMD212203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	New	70Z0SEP240023824	UCGIOH0MPC52800CMD225703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	New	70Z0SEP240023824	UCGIOH0MPC52800CMD212106324SEPRETIR	Personally Procured Move	\$0.00	New	New
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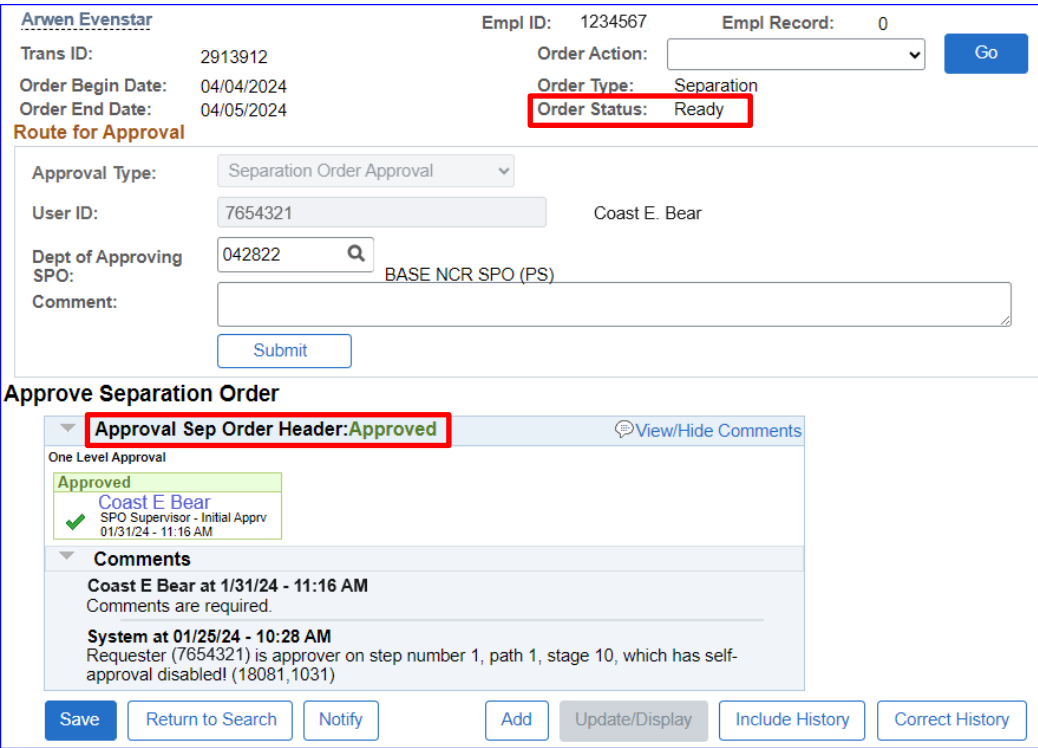
Procedures,
continued

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. • Push Back – NOT RECOMMENDED! 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. • Deny – Sets the ‘Approval Sep Order Header’ status to Denied and the Order becomes available for anyone to edit resubmit. 

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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>  <p>The screenshot displays the 'Approve Separation Order' interface. At the top, user information for Arwen Evenstar is shown. Below this, fields for Trans ID (2913912), Order Begin Date (04/04/2024), and Order End Date (04/05/2024) are visible. The 'Order Action' dropdown is set to 'Separation', and the 'Order Status' is highlighted in red and set to 'Ready'. The 'Route for Approval' section shows 'Approval Type' as 'Separation Order Approval', 'User ID' as 7654321, and 'Dept of Approving SPO' as 042822. A 'Submit' button is present. Below this, the 'Approve Separation Order' section shows the 'Approval Sep Order Header' status as 'Approved', highlighted in red. The 'Comments' section shows a message from the system at 01/25/24 - 10:28 AM, stating that the requester (7654321) is an approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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Separation Order - Approving or Denying, Continued

Procedures,
continued

Step	Action																																																				
12	<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> <div> <div> Order Notes Leave Information Order Approval Order Funding Order Audit </div> <div> Arwen Evenstar Empl ID: 1234567 Empl Record: 0 </div> <div> Trans ID: 2913912 Order Action: <div></div> </div> <div> Order Begin Date: 04/04/2024 Order Type: Separation </div> <div> Order End Date: 04/05/2024 Order Status: Ready </div> <div> Approval History <div> <div> <div></div> <div></div> </div> <div>1-4 of 4</div> <div>View All</div> </div> <table> <tr> <th></th><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> <tr> <td>1</td><td>7654321</td><td>Coast E. Bear</td><td>01/31/2024 11:17:20AM</td><td>Approved</td><td>Approve Separation Order</td><td></td><td></td></tr> <tr> <td>2</td><td>7654321</td><td>Coast E. Bear</td><td>01/31/2024 11:16:59AM</td><td>Approved</td><td>Approve Separation Order</td><td></td><td>Coast E. Bear: Comments are required.</td></tr> <tr> <td>3</td><td>9876543</td><td>Bilbo Baggins</td><td>01/25/2024 10:28:27AM</td><td>Approved</td><td>Approve Separation Order</td><td></td><td>Bilbo Baggins: No Comments</td></tr> <tr> <td>4</td><td>9876543</td><td>Bilbo Baggins</td><td>01/25/2024 10:28:26AM</td><td>Approved</td><td>Approve Separation Order</td><td></td><td>System: Requester (2147440) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)</td></tr> </table> <div> Order History <div> <div> <div></div> <div></div> </div> <div>1-8 of 8</div> <div></div> </div> <div> <div>Summary</div> <div>Order Header</div> <div>Order Travel</div> <div>Order Funding</div> <div>Details</div> <div> ></div> </div> <table> <tr> <th></th><th>User ID</th><th>Name</th><th>Datetime Modified</th><th>Action</th><th>Audit Record Name</th></tr> <tr> <td>1</td><td>9876543</td><td>Bilbo Baggins</td><td>01/16/2024 10:40:28AM</td><td>Change</td><td>CG_FMS_ORDR_SEP</td></tr> </table> </div> </div> </div>		User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1	7654321	Coast E. Bear	01/31/2024 11:17:20AM	Approved	Approve Separation Order			2	7654321	Coast E. Bear	01/31/2024 11:16:59AM	Approved	Approve Separation Order		Coast E. Bear: Comments are required.	3	9876543	Bilbo Baggins	01/25/2024 10:28:27AM	Approved	Approve Separation Order		Bilbo Baggins: No Comments	4	9876543	Bilbo Baggins	01/25/2024 10:28:26AM	Approved	Approve Separation Order		System: Requester (2147440) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)		User ID	Name	Datetime Modified	Action	Audit Record Name	1	9876543	Bilbo Baggins	01/16/2024 10:40:28AM	Change	CG_FMS_ORDR_SEP
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13	<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> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information > </div> <div> Arwen Evenstar Empl ID: 1234567 Empl Record: 0 </div> <div> Trans ID: 2913912 Order Action: <div>Print Order</div> </div> <div> Order Begin Date: 04/04/2024 Order Type: Separation </div> <div> Order End Date: 04/05/2024 Order Status: Ready </div> <div> Separation Details <div> Termination type code: Release From Active Duty </div> <div> Effective Date: 04/04/2024 Departure Date: 01/28/2024 </div> <div> Separation Program Designator: MBK Completion of required active service: Authorization Created </div> <div> Re-enlistment Code: RE1 Eligible for Reenlistment </div> </div> </div>																																																				