

## Separation Order - Cancelling

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**Introduction** This guide provides the procedures for Cancelling a Separation order in Direct Access (DA).

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**Important Information** Cancelling an Order should be performed if the Separation will no longer take place. Orders cannot be deleted in DA. The Cancel Action will inactivate the Separation Order, keeping a record in the system for future reference.

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**Before You Begin** When a situation requires a Separation Order 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.

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**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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## Separation Order - Cancelling, Continued

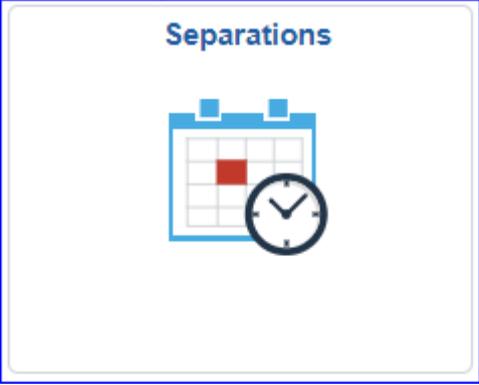
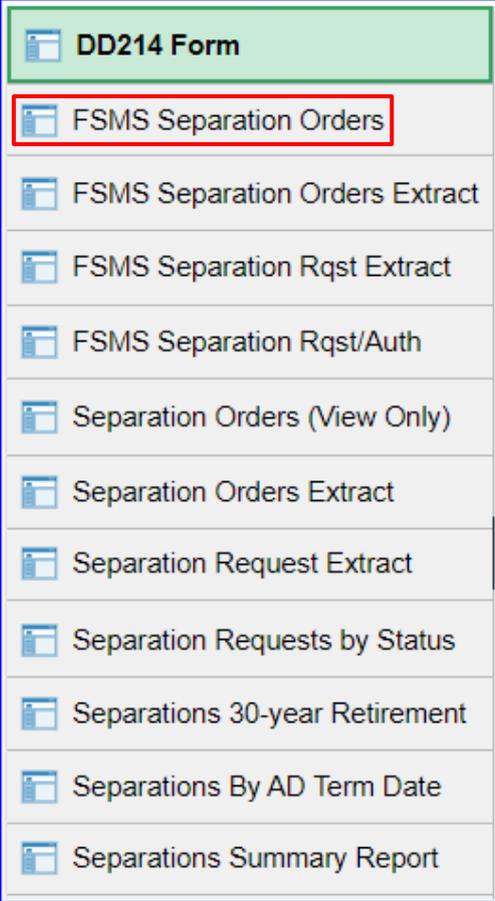
**Process** The following chart explains the Cancellation process based on the User Roles involved and the Order Status.

<b>SEP Request</b>	<b>Order Status</b>	<b>PSC User</b>	<b>SPO User</b>	<b>SPO Sup</b>	<b>PPC (MAS)</b>
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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## Separation Order - Cancelling, Continued

**Procedures** See below.

Step	Action
1	<p>Click the <b>Separations</b> tile.</p> 
2	<p>Select the <b>FSMS Separation Orders</b> option.</p> 

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## Separation Order - Cancelling, Continued

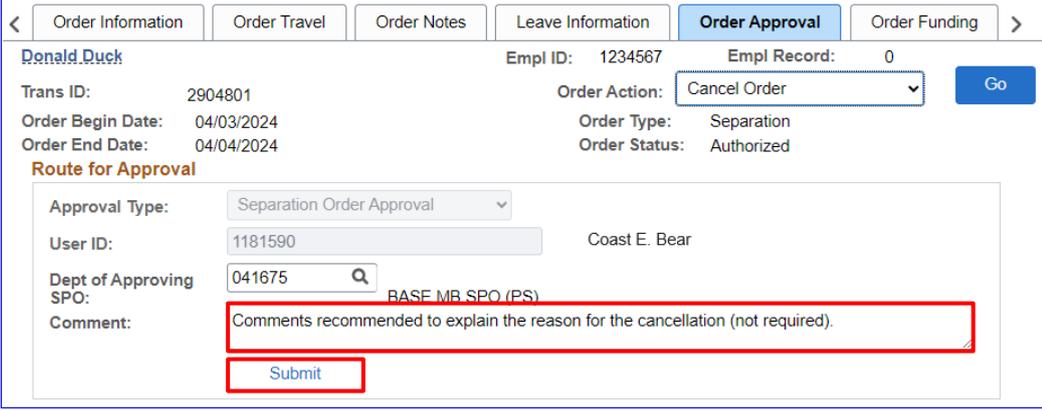
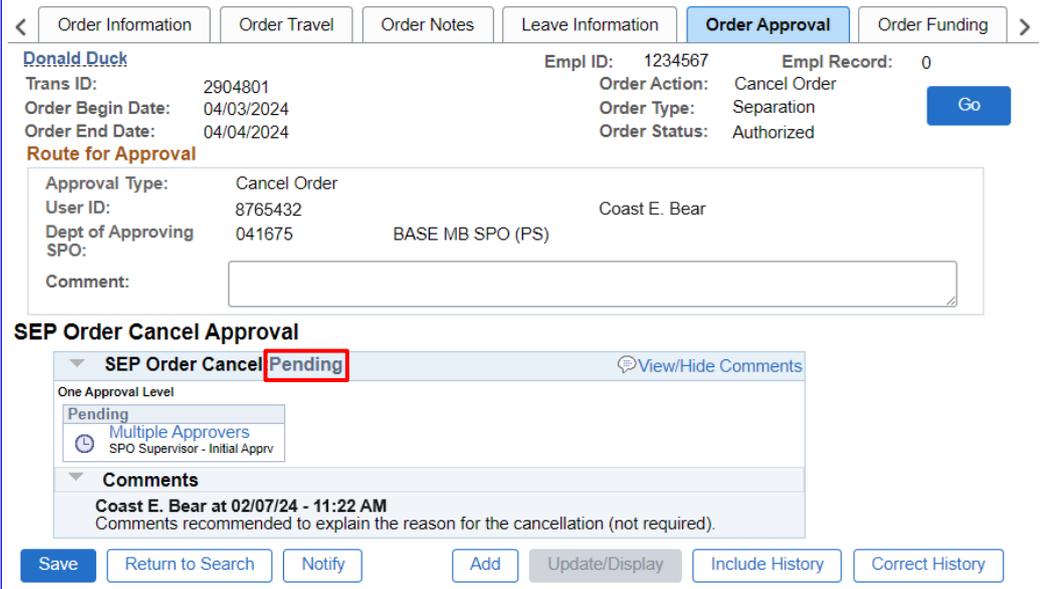
Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 488 1366 1256" style="border: 1px solid black; padding: 5px;"> <p><b>FSMS Separation Orders</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Order Type = ▼ Separation ▼</p> <p>National ID begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>First Name begins with ▼ <input type="text"/></p> <p> <input type="checkbox"/> Include History           <input type="checkbox"/> Correct History           <input type="checkbox"/> Case Sensitive         </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> </div>
4	<p>On the Separation Details tab: Using the <b>Order Action</b> drop-down, select <b>Cancel Order</b> and click <b>Go</b>.</p> <div data-bbox="328 1368 1366 1783" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Separation Details"/> <input type="button" value="Additional Info"/> <input type="button" value="Order Information"/> <input type="button" value="Order Travel"/> <input type="button" value="Order Notes"/> <input type="button" value="Leave Information"/> </p> <p> <b>Donald Duck</b>      Empl ID: 1234567      Empl Record: 0         </p> <p>           Trans ID: 2904801      Order Action: <input type="button" value="Cancel Order"/> <input type="button" value="Go"/> </p> <p>           Order Begin Date: 04/03/2024      Order Type: Separation         </p> <p>           Order End Date: 04/04/2024      Order Status: Authorized         </p> <p><b>Separation Details</b></p> <p>           Termination type code: Release From Active Duty ▼         </p> <p>           Effective Date: 04/03/2024 <input type="button" value="Calendar"/>      Departure Date: 01/12/2024         </p> <p>           Separation Program Designator: MBK <input type="button" value="Search"/>      Completion of required active service: <a href="#">Authorization Created</a> </p> <p>           Re-enlistment Code: RE1 <input type="button" value="Search"/>      Eligible for Reenlistment         </p> <p>▶ Retirement</p> </div>

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## Separation Order - Cancelling, Continued

Procedures,  
continued

Step	Action
5	<p>Enter <b>Comments</b> explaining the reason for the cancellation request, then click <b>Submit</b>.</p> 
6	<p>Once submitted, the SEP Order Cancel Request will be <b>Pending</b> approval.</p> 

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# Separation Order - Cancelling, Continued

Procedures,  
continued

Step	Action
7	<p>Upon approval by the SPO Auditor, the <b>Order Status</b> will indicate “Cancelled”.</p> <div data-bbox="327 517 1369 1176"><p>Donald Duck      Empl ID: 1234567      Empl Record: 0</p><p>Order Begin Date: 04/03/2024      Order Type: Separation</p><p>Order End Date: 04/04/2024      <b>Order Status: Cancelled</b></p><p><b>Route for Approval</b></p><p>Approval Type: Separation Order Approval</p><p>User ID: <input type="text"/></p><p>Dept of Approving SPO: 041675      BASE MB SPO (PS)</p><p>Comment: <input type="text"/></p><p><input type="button" value="Submit"/></p><p><b>SEP Order Cancel Approval</b></p><p>Approval Sep Order Header: <b>Approved</b>      <a href="#">View/Hide Comments</a></p><p>One Approval Level</p><p><b>Approved</b></p><p>Olga G. Toben SPO Supervisor - Initial Apprv 02/07/24 - 11:26 AM</p><p><b>Comments</b></p><p>Coast E. Bear at 02/07/24 - 11:26 AM Comments are required when approving a Cancellation.</p><p>Horatio M. Crunch at 02/07/24 - 11:20 AM Comments recommended to explain the reason for the cancellation (not required).</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></div>