# Separation Order - Cancelling

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

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

SEP	Order	PSC User	SPO User	SPO Sup	PPC
Request	Status				(MAS)
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

**Procedures** See below.

Step	Α	ction
1	Click the <b>Separations</b> tile.	
	Separations	
2	Select the FSMS Separation Orders	option.
	DD214 Form	
	FSMS Separation Orders	
	FSMS Separation Orders Extract	
	FSMS Separation Rqst Extract	
	FSMS Separation Rqst/Auth	
	E Separation Orders (View Only)	
	E Separation Orders Extract	
	E Separation Request Extract	
	E Separation Requests by Status	
	E Separations 30-year Retirement	
	E Separations By AD Term Date	
	E Separations Summary Report	

#### Procedures,

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Step	Action					
3	Enter the member	er's <b>Empl ID</b>	and click Se	earch.		
	FSMS Separation Orders					
	Enter any information you have and click Search. Leave fields blank for a list of all value					es.
	Find an Exis	ting Value	<u>A</u> dd a New	Value		ſ
	<ul> <li>Search Criter</li> </ul>	ria	·			
	Empl ID	begins with 🗸	1234567			
	Empl Record	- •			Q	ſ
	Trans ID	- ~				ſ
	Order Type	- ~	Separation		~	
	National ID	begins with 🖌				ĺ
	Last Name	begins with 🗸				ĺ
	First Name	begins with 🗸				
	Include Histor	ry Correct	History 🗆 (	Case Sensiti	ive	
	Search Clear Basic Search 🖾 Save Search Criteria					
l						
(	On the Separatic Cancel Order an	on Details tab d click <b>Go</b> .	: Using the	Order Act	ion drop-down, select	
_	Separation Details	Additional Info	Order Information	Order Travel	Order Notes Leave Information	>
	Donald Duck		Emp	I ID: 1234567	Empl Record: 0	
	Trans ID: 290	)4801		Order Action:	Cancel Order	•
	Order Begin Date: 04/0	03/2024		Order Type:	Separation	
	Separation Details	04/2024		Order Status:	Authonzed	1
	Termination type code:	Release From Activ	ve Duty 🗸			
	Effective Date:	04/03/2024	De	eparture Date:	01/12/2024	
	Separation Program Designator: Re-enlistment Code:	RE1 Q	npletion of required ac	tive service	Authorization Created	
	Retirement	Elig	ible for Reenlistment			
Ц	Rearent					

#### Procedures,

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			1	Action		
Enter Comments explaining the reason for the cancellation request, then click						
Sı	ubmit.					
<	Order Information	Order Travel	Order Notes	Leave Information	Order Approval	Order Funding
Ç	Donald Duck			Empl ID: 1234567	Empl Record:	0
1	Trans ID: 290	4801		Order Action:	Cancel Order	~
0	Order Begin Date: 04 Order End Date: 04 Route for Approval	/03/2024 /04/2024		Order Type: Order Status	Separation Authorized	
	Approval Type:	Separation Ord	ler Approval	~		
	User ID:	1181590		Coast E. Be	ar	
	Dept of Approving	041675	Q			
	SPO: Comment:	Comments reco	BASE MB SE mmended to expla	<u>O (PS)</u> in the reason for the cano	ellation (not required).	
	Gomment.					1
		Submit				
1						
	Corder Information Conald Duck Trans ID: 2 Order Begin Date: 0 Order End Date: 0 Route for Approval Approval Type:	Order Travel 904801 4/03/2024 4/04/2024 Cancel Order	Order Notes	Leave Information Empl ID: 123 Order Act Order Typ Order Sta	Order Approval 1567 Empl Re ion: Cancel Order be: Separation tus: Authorized	Order Funding ecord: 0 Go
	Corder Information Conald Duck Trans ID: 2 Order Begin Date: 0 Corder End Date: 0 Route for Approval Approval Type: User ID: Dept of Approving SPO:	Order Travel 904801 4/03/2024 4/04/2024 Cancel Order 8765432 041675	Order Notes	Leave Information Empl ID: 123- Order Act Order Tyg Order Sta Coast E. F PO (PS)	Order Approval 1567 Empl Re ion: Cancel Order we: Separation tus: Authorized Bear	Order Funding acord: 0 Go
	Corder Information Conder Information Corder Begin Date: Order End Date: Order End Date: Comment: Comment: Context Sector	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675	Order Notes	Leave Information Empl ID: 123- Order Ac: Order Typ Order Sta Coast E. F PO (PS)	Order Approval 1567 Empl Re ion: Cancel Order we: Separation tus: Authorized	Order Funding acord: 0 Go
<	Order Information         Donald Duck         Trans ID:       2         Order Begin Date:       0         Order End Date:       0         Route for Approval       Approval Type:         User ID:       Dept of Approving SPO:         Comment:       SEP Order Cancel A	Order Travel 904801 4/03/2024 4/04/2024 Cancel Order 8765432 041675	BASE MB S	Leave Information Empl ID: 123- Order Act Order Tyg Order Sta Coast E. F PO (PS)	Order Approval 1567 Empl Re ion: Cancel Order we: Separation tus: Authorized Bear	Order Funding ecord: 0 Go
S	Corder Information Conder Information Corder Begin Date: Corder End Date: Corder End Date: Comment: Comment: CEP Order Cancel A SEP Order C	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675           Approval           cancel Pending	Order Notes	Leave Information Empl ID: 123- Order Act Order Typ Order Sta Coast E. E PO (PS)	Order Approval 1567 Empl Re 1567 Empl Re 1567 Cancel Order 1567 Separation 1568 Separation 1569 Separa	Order Funding ecord: 0 Go
< 	Corder Information Conder Information Conder End Date: Order for Approval Approval Type: User ID: Dept of Approving SPO: Comment: SEP Order Cancel A SEP Order Cancel A Cone Approval Level Pending Multiple Approval SPO Supervisor -1	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675           Approval           cancel Pending           Direts	BASE MB S	Leave Information Empl ID: 123- Order Act Order Typ Order Sta Coast E. E PO (PS)	Order Approval 1567 Empl Re 1567 Empl Re 1567 Separation tus: Authorized 3ear /Hide Comments	Order Funding ecord: 0 Go
< _! S	Corder Information Conder Information Conder End Duck Trans ID: 2 Order End Date: 0 Order End Date: 0 Route for Approval Approval Type: User ID: Dept of Approving SPO: Comment: SEP Order Cancel A SEP Order Cancel Pending Pending Comments	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675           Approval           cancel Pending           Dvers           nitial Apprv	Order Notes	Leave Information Empl ID: 123- Order Act Order Typ Order Sta Coast E. F PO (PS)	Order Approval         1567       Empl Relight         ion:       Cancel Order         we:       Separation         tus:       Authorized         Bear       //Hide Comments	Order Funding acord: 0 Go
S	Corder Information Corder Information Corder End Date: Corder End Date: Corder End Date: Comment: Comment: Comment: Comments Coast E. Bear Comments Comments Coast E. Bear Comments Comments Comments Coast E. Bear Comments Comments Comments Coast E. Bear Comments Comme	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675           Approval           cancel Pending           overs           nitial Apprv           at 02/07/24 - 11:2	Order Notes BASE MB S Asse masses	Leave Information Empl ID: 123 Order Act Order Typ Order Sta Coast E. F PO (PS)	Order Approval         1567       Empl Reliance         ion:       Cancel Order         we:       Separation         tus:       Authorized         Bear       (Hide Comments         (Hide Comments       (Hide Comments)	Order Funding acord: 0 Go
S	Corder Information Conder Information Conder Begin Date: Order Begin Date: Order End Date: Order End Date: Order End Date: Order for Approval Approval Type: User ID: Dept of Approving SPO: Comment: Comment: Comments Coast E. Bear Comments recc Save Return to S	Order Travel           904801           4/03/2024           4/04/2024           Cancel Order           8765432           041675           Approval           cancel Pending           overs           nitial Apprv           at 02/07/24 - 11:2           mmended to expleate           earch         Notify	BASE MB S BASE MB S 2 AM ain the reason for	Leave Information Empl ID: 123 Order Act Order Act Order Typ Order Sta Coast E. E PO (PS)	Order Approval         1567       Empl Reiton         1567       Cancel Order         166       Separation         tus:       Authorized         Bear       Sear         /Hide Comments       Include History	Order Funding acord: 0 Go

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Procedures,

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tep	Action				
7	Upon approval by the SPO Auditor, the Order Status will indicate "Cancelled"				
	Order Information     Order Travel     Order Notes     Leave Information     Order Approval     Order Funding     >				
	Donald Duck     Empl ID:     1234567     Empl Record:     0       Order Begin Date:     04/03/2024     Order Type:     Separation       Order End Date:     04/04/2024     Order Status:     Cancelled       Route for Approval     Image: Concent of C				
	Approval Type:     Separation Order Approval       User ID:				
	SPO: Comment:				
	Submit SEP Order Cancel Approval				
	Approval Sep Order Header Approved     Sview/Hide Comments				
	One Approved Approved Olga G. Toben  SPO Superior- Initial Apprv 20/07/24 - 11.26 AM				
	▼ Comments				
	Coast E. Bear at 02/07/24 - 11:26 AM Comments are required when approving a Cancellation.				
	Horatio M. Crunch at 02/07/24 - 11:20 AM Comments recommended to explain the reason for the cancellation (not required).				
	Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History				