

# Separation Reports

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**Introduction** This guide provides the procedures for running Separation Reports in Direct Access (DA).

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- Report Information**
- **Separations by AD Term Date** – Run this report after every monthly finalize to search for members coming up on their Expected Active Duty Termination Date for timely execution of extensions/re-extensions, reenlistments or separations.
  - **Separation Request by Status** – Run this report to verify that a separation request has been initiated by Personnel Service Center (PSC) for a member.
  - **Separation Orders Extract** – Run this report to view separation orders for a specific date range.
  - **Separation Request Extract** – Run this report to view separation requests entered by PSC.
  - **Separations Summary Report** – Run this report to display a member’s separation summary. If the member has multiple separations, they will all be listed.
  - **Separations 30-year Retirement** – Does not currently work.
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**Contents**

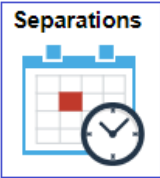
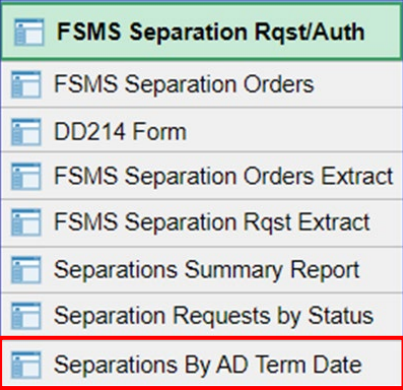
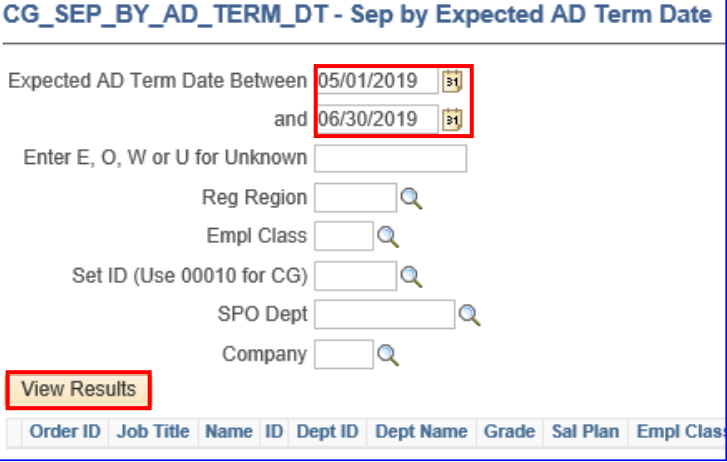
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# Separations by AD Term Date

**Introduction** This section provides the procedures for running the Separations by Active Duty Termination Date report. This report should be run after every monthly finalize to identify members coming up on their Expected AD Termination Date.

**Procedures** See below.

Step	Action
1	<p>Click <b>Separations</b> tile.</p>  <p>Then select the <b>Separation by AD Term Date</b> option.</p> 
2	<p>Enter the <b>Expected AD Term Date Between</b> date and the <b>and</b> date. Entering additional search criteria is optional. Click <b>View Results</b>.</p> 

*Continued on next page*

## Separations by AD Term Date, Continued

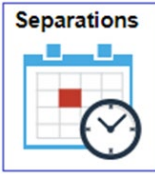
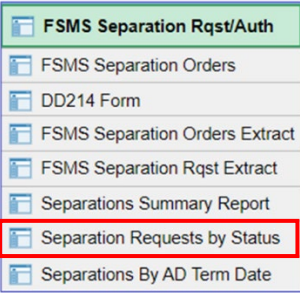
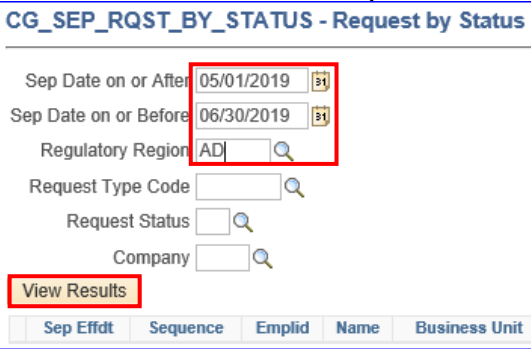
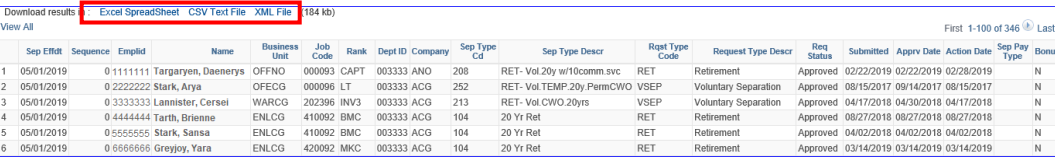
Procedures,  
continued

Step	Action																																																																																																																																																																																																																																												
<b>3</b>	<p>The results can be saved to an <b>Excel Spreadsheet</b>, a <b>CVS Text File</b> or an <b>HTML File</b>.</p> <p>Download results in <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (665 kb)</p> <p>View All <span style="float: right;">First 1-100 of 473 Last</span></p> <table border="1"> <thead> <tr> <th>Order ID</th> <th>Job Title</th> <th>Name</th> <th>ID</th> <th>Dept ID</th> <th>Dept Name</th> <th>Grade</th> <th>Sal Plan</th> <th>Empl Class</th> <th>Company</th> <th>Exp AD Term Dt</th> <th>Exp Loss Dt</th> <th>Request EffDt</th> <th>Request Type Code</th> <th>Request Status</th> <th>Request Sep Type</th> <th>Request SPD</th> <th>Order EffDt</th> <th>Order Status</th> <th>Depart Dt</th> <th>Order Term Type Code</th> <th>Order SPD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BM2</td> <td>Naath, Missandel</td> <td>1111111</td> <td>002817</td> <td>PSC RPM-3 IRR</td> <td>E5</td> <td>ENL</td> <td>Individual Ready Reserve</td> 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# Separation Requests by Status

**Introduction** This section provides the procedures for running the Separation Request by Status report.

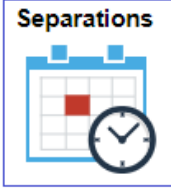
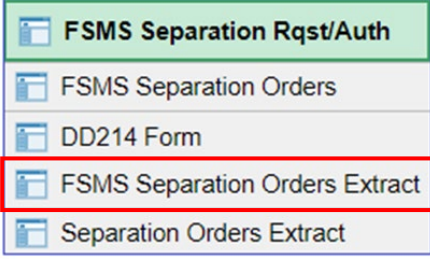
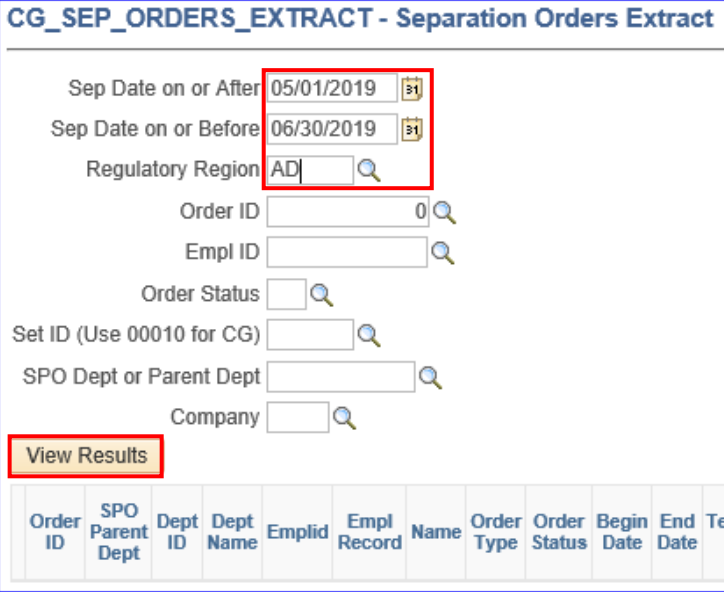
**Procedures** See below.

Step	Action																																																																																																																															
<p><b>1</b></p>	<p>Click the <b>Separations</b> tile.</p>  <p>Select the <b>Separation Requests by Status</b> option.</p> 																																																																																																																															
<p><b>2</b></p>	<p>Enter the <b>Sep Date on or after</b> date and the <b>Sep Date on or before</b> date. Enter AD in the <b>Regulatory Region</b> field or select it from the lookup icon. Entering additional search criteria is optional. Click <b>View Results</b>.</p> 																																																																																																																															
<p><b>3</b></p>	<p>The results can be saved to an <b>Excel Spreadsheet</b>, a <b>CVS Text File</b> or an <b>HTML File</b>.</p>  <table border="1"> <thead> <tr> <th>Sep Effdt</th> <th>Sequence</th> <th>Emplid</th> <th>Name</th> <th>Business Unit</th> <th>Job Code</th> <th>Rank</th> <th>Dept ID</th> <th>Company</th> <th>Sep Type Ctd</th> <th>Sep Type Descr</th> <th>Rqst Type Code</th> <th>Request Type Descr</th> <th>Rqg Status</th> <th>Submitted</th> <th>Apprv Date</th> <th>Action Date</th> <th>Sep Pay Type</th> <th>Bonus</th> </tr> </thead> <tbody> <tr> <td>05/01/2019</td> <td>01111111</td> <td>Targaryen, Daenerys</td> <td>OFFNO</td> <td>000093</td> <td>CAPT</td> <td>003333</td> <td>ANO</td> <td>208</td> <td>RET-Vol 20y w/10comm svr</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>02/22/2019</td> <td>02/22/2019</td> <td>02/28/2019</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>02222222</td> <td>Stark, Arya</td> <td>OFEGG</td> <td>000096</td> <td>LT</td> <td>003333</td> <td>ACG</td> <td>252</td> <td>RET-Vol TEMP 20y PermCWO</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>08/15/2017</td> <td>09/14/2017</td> <td>08/15/2017</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>03333333</td> <td>Lannister, Corsei</td> <td>WARCG</td> <td>202396</td> <td>INV3</td> <td>003333</td> <td>ACG</td> <td>213</td> <td>RET-Vol CWO 20yrs</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>04/17/2018</td> <td>04/30/2018</td> <td>04/17/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>04444444</td> <td>Tarth, Brienne</td> <td>ENLCG</td> <td>410092</td> <td>BMC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>08/27/2018</td> <td>08/27/2018</td> <td>08/27/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>05555555</td> <td>Stark, Sansa</td> <td>ENLCG</td> <td>410092</td> <td>BMC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>04/02/2018</td> <td>04/02/2018</td> <td>04/02/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>06666666</td> <td>Greyjoy, Yara</td> <td>ENLCG</td> <td>420092</td> <td>MKC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>03/14/2019</td> <td>03/14/2019</td> <td>03/14/2019</td> <td></td> <td>N</td> </tr> </tbody> </table>	Sep Effdt	Sequence	Emplid	Name	Business Unit	Job Code	Rank	Dept ID	Company	Sep Type Ctd	Sep Type Descr	Rqst Type Code	Request Type Descr	Rqg Status	Submitted	Apprv Date	Action Date	Sep Pay Type	Bonus	05/01/2019	01111111	Targaryen, Daenerys	OFFNO	000093	CAPT	003333	ANO	208	RET-Vol 20y w/10comm svr	RET	Retirement	Approved	02/22/2019	02/22/2019	02/28/2019		N	05/01/2019	02222222	Stark, Arya	OFEGG	000096	LT	003333	ACG	252	RET-Vol TEMP 20y PermCWO	VSEP	Voluntary Separation	Approved	08/15/2017	09/14/2017	08/15/2017		N	05/01/2019	03333333	Lannister, Corsei	WARCG	202396	INV3	003333	ACG	213	RET-Vol CWO 20yrs	VSEP	Voluntary Separation	Approved	04/17/2018	04/30/2018	04/17/2018		N	05/01/2019	04444444	Tarth, Brienne	ENLCG	410092	BMC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	08/27/2018	08/27/2018	08/27/2018		N	05/01/2019	05555555	Stark, Sansa	ENLCG	410092	BMC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	04/02/2018	04/02/2018	04/02/2018		N	05/01/2019	06666666	Greyjoy, Yara	ENLCG	420092	MKC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	03/14/2019	03/14/2019	03/14/2019		N
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# Separation Orders Extract

**Introduction** This section provides the procedures for running the Separation Orders Extract report.

**Procedures** See below.

Step	Action
<p>1</p>	<p>Click the <b>Separations</b> tile.</p>  <p>Select the <b>FSMS Separation Orders Extract</b> option.</p> 
<p>2</p>	<p>Enter the <b>Sep Date on or after</b> date and the <b>Sep Date on or before</b> date. Enter AD in the <b>Regulatory Region</b> field or select it from the lookup icon. Entering additional search criteria is optional.. Click <b>View Results</b>.</p> 

*Continued on next page*

# Separation Orders Extract, Continued


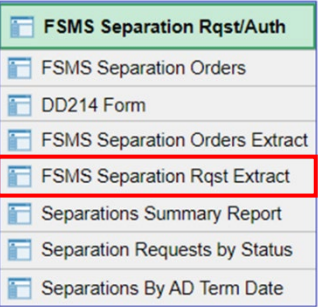
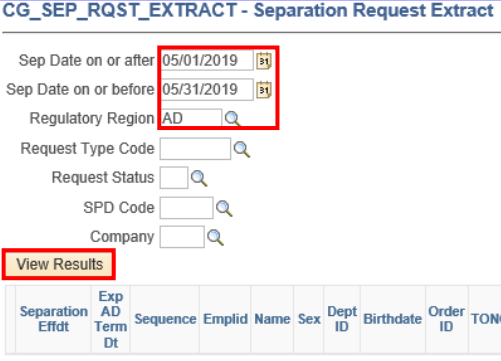

Procedures,  
continued

Step	Action																																																																																																																																					
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# Separation Request Extract

**Introduction** This section provides the procedures for running the Separation Request Extract report.

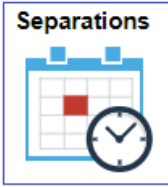
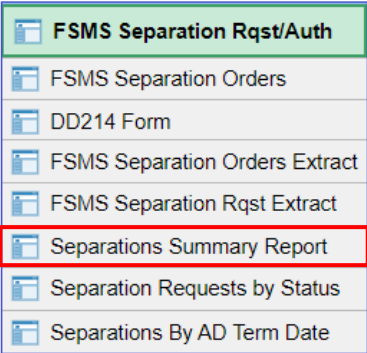
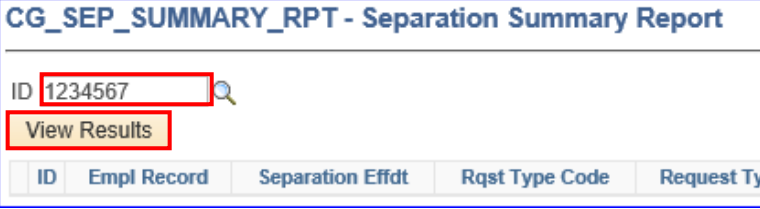
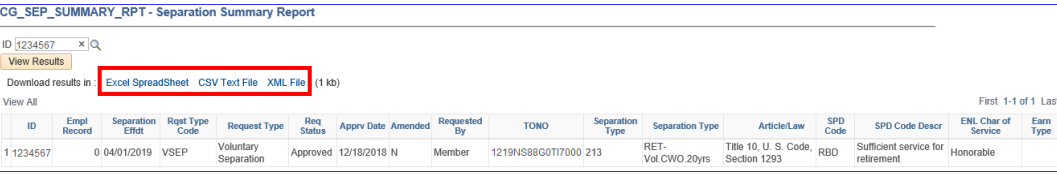
**Procedures** See below.

Step	Action																																																																																																																								
<p><b>1</b></p>	<p>Click the <b>Separations</b> tile.</p>  <p>Select <b>FSMS Separation Request Extract</b> option.</p> 																																																																																																																								
<p><b>2</b></p>	<p>Enter the <b>Sep Date on or after</b> date and the <b>Sep Date on or before</b> date. Enter <b>AD</b> in the <b>Regulatory Region</b> field or select it from the lookup icon. Entering additional search criteria is optional. Click <b>View Results</b>.</p> 																																																																																																																								
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# Separations Summary Report

**Introduction** This section provides the procedures for running the Separation Summary Report. To view or print a separation Request/Authorization, see the [Airport Terminal](#) user guide.

**Procedures** See below.

Step	Action																																		
<p><b>1</b></p>	<p>Click the <b>Separations</b> tile.</p>  <p>Select <b>Separations Summary Report</b> option.</p> 																																		
<p><b>2</b></p>	<p>Enter the employee <b>ID</b> and click <b>View Results</b>.</p> 																																		
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