

Airport Terminal

Overview

Introduction This guide provides users with the ability to view arrivals and departures in Direct Access (DA).

Required DA User Roles Access to the Airport Terminal is limited to authorized Command users and those with the CGAIRTRM user role. To gain access to the Airport Terminal, please refer to the [Requesting, Removing, and Withdrawing User Roles and Functions](#) user guide or complete a CG-7421B and ensure the appropriate roles are selected.

Self Service users may access [My Airport Terminal](#) from Member Self Service to view any Order assigned to that member only.

Known issue When HRS or ISC relationship is used, members attached to the SPO (HRS), or Base (ISC) will not appear in the results. Run the query again with the **Own Unit** relationship to see data on these members.

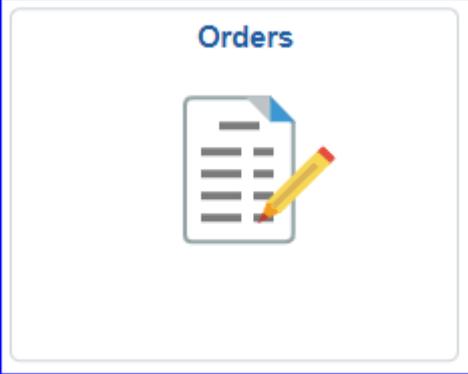
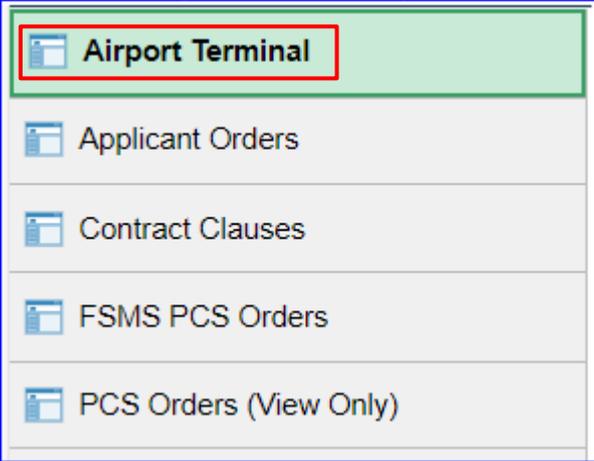
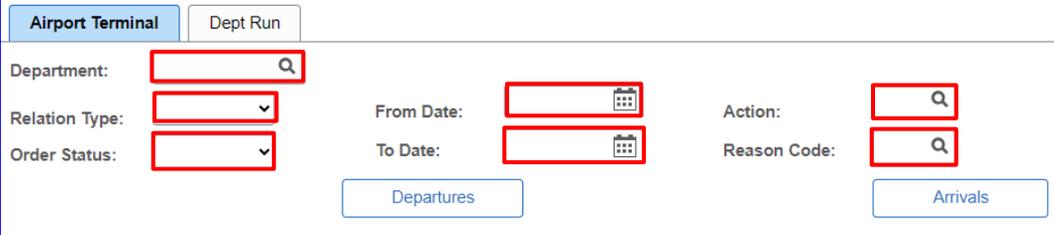
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Accessing the Airport Terminal

Introduction This section provides the procedures for Command users and those with the CGAIRTRM user role to access the Airport Terminal in DA.

Procedures See below.

Step	Action
1	<p>Click on the Orders tile.</p> 
2	<p>Select the Airport Terminal option.</p> 
3	<p>The airport terminal will display. See Step 4 for a description of each field.</p> 

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Accessing the Airport Terminal, Continued

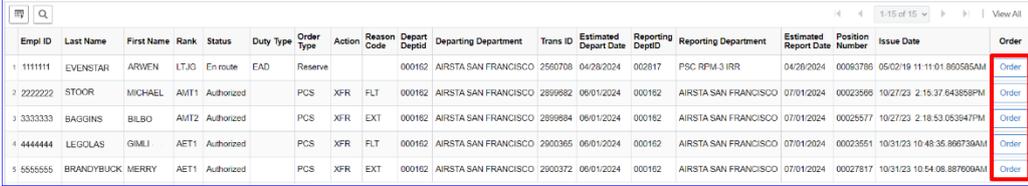
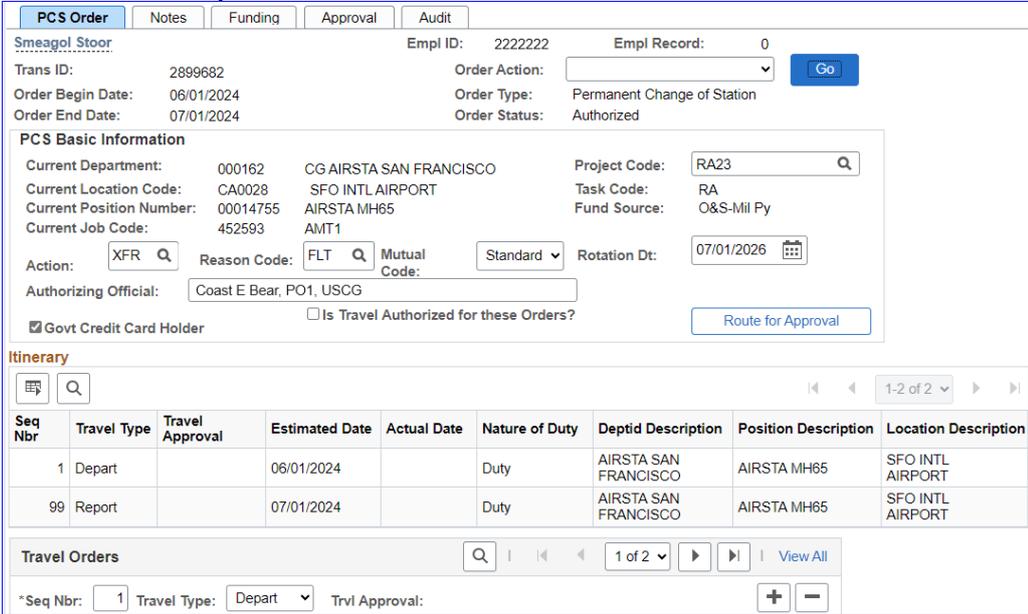
Procedures,
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<p>4 (cont.)</p>	<table border="1"> <thead> <tr> <th data-bbox="336 517 568 555">Field</th> <th colspan="2" data-bbox="568 517 1370 555">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 555 568 600">From/To Date</td> <td colspan="2" data-bbox="568 555 1370 600">Select a date range to narrow the search results (optional)</td> </tr> <tr> <td data-bbox="336 600 568 835" rowspan="4">Action</td> <td data-bbox="580 640 751 678">Code</td> <td data-bbox="751 640 1358 678">Meaning</td> </tr> <tr> <td data-bbox="580 678 751 716">RWP</td> <td data-bbox="751 678 1358 716">Retirement with pay</td> </tr> <tr> <td data-bbox="580 716 751 754">TER</td> <td data-bbox="751 716 1358 754">Termination</td> </tr> <tr> <td data-bbox="580 754 751 792">XFR</td> <td data-bbox="751 754 1358 792">Transfer</td> </tr> <tr> <td data-bbox="336 835 568 1406" rowspan="13">Reason Code</td> <td data-bbox="580 875 751 913">Code</td> <td data-bbox="751 875 1358 913">Meaning</td> </tr> <tr> <td data-bbox="580 913 751 952">DEA</td> <td data-bbox="751 913 1358 952">Death</td> </tr> <tr> <td data-bbox="580 952 751 990">DPT</td> <td data-bbox="751 952 1358 990">Departing Endorsement</td> </tr> <tr> <td data-bbox="580 990 751 1028">DSC</td> <td data-bbox="751 990 1358 1028">Discharge</td> </tr> <tr> <td data-bbox="580 1028 751 1066">EXT</td> <td data-bbox="751 1028 1358 1066">Extension</td> </tr> <tr> <td data-bbox="580 1066 751 1104">FLT</td> <td data-bbox="751 1066 1358 1104">Fleet Up</td> </tr> <tr> <td data-bbox="580 1104 751 1142">PCS</td> <td data-bbox="751 1104 1358 1142">Permanent Change of Station</td> </tr> <tr> <td data-bbox="580 1142 751 1180">RES</td> <td data-bbox="751 1142 1358 1180">Resignation</td> </tr> <tr> <td data-bbox="580 1180 751 1218">RLD</td> <td data-bbox="751 1180 1358 1218">Release from Active Duty (RELAD)</td> </tr> <tr> <td data-bbox="580 1218 751 1256">RSV</td> <td data-bbox="751 1218 1358 1256">Reserve</td> </tr> <tr> <td data-bbox="580 1256 751 1294">RWP</td> <td data-bbox="751 1256 1358 1294">Retirement with pay</td> </tr> <tr> <td data-bbox="580 1294 751 1332">SEP</td> <td data-bbox="751 1294 1358 1332">Separation</td> </tr> <tr> <td data-bbox="580 1332 751 1370">TDY</td> <td data-bbox="751 1332 1358 1370">Temporary Duty</td> </tr> </tbody> </table>	Field	Description		From/To Date	Select a date range to narrow the search results (optional)		Action	Code	Meaning	RWP	Retirement with pay	TER	Termination	XFR	Transfer	Reason Code	Code	Meaning	DEA	Death	DPT	Departing Endorsement	DSC	Discharge	EXT	Extension	FLT	Fleet Up	PCS	Permanent Change of Station	RES	Resignation	RLD	Release from Active Duty (RELAD)	RSV	Reserve	RWP	Retirement with pay	SEP	Separation	TDY	Temporary Duty
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<p>5</p>	<p>Once all the appropriate fields have been completed, click Departures or Arrivals.</p> <div data-bbox="336 1529 1370 1753" style="border: 1px solid blue; padding: 5px;"> <p style="margin: 0;"> Airport Terminal Dept Run </p> <p style="margin: 5px 0 0 0;"> Department: <input style="width: 100px;" type="text" value="000162"/> <input style="width: 20px;" type="button" value="Q"/> AIRSTA SAN FRANCISCO </p> <p style="margin: 5px 0 0 0;"> Relation Type: <input style="width: 50px;" type="text" value="HRS"/> <input style="width: 20px;" type="button" value="v"/> From Date: <input style="width: 80px;" type="text" value="02/01/2024"/> <input style="width: 20px;" type="button" value="📅"/> Action: <input style="width: 50px;" type="text" value=""/> <input style="width: 20px;" type="button" value="Q"/> </p> <p style="margin: 5px 0 0 0;"> Order Status: <input style="width: 50px;" type="text" value=""/> <input style="width: 20px;" type="button" value="v"/> To Date: <input style="width: 80px;" type="text" value="06/01/2024"/> <input style="width: 20px;" type="button" value="📅"/> Reason Code: <input style="width: 50px;" type="text" value=""/> <input style="width: 20px;" type="button" value="Q"/> </p> <p style="margin: 5px 0 0 0; text-align: center;"> Departures Arrivals </p> </div>																																										

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Accessing the Airport Terminal, Continued

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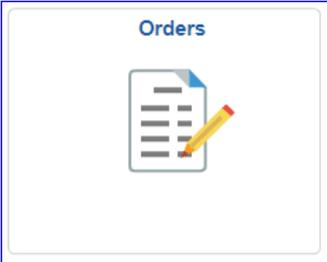
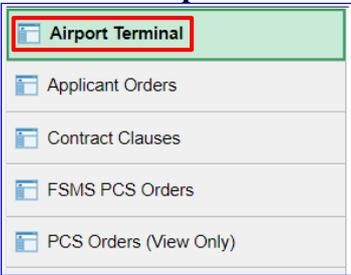
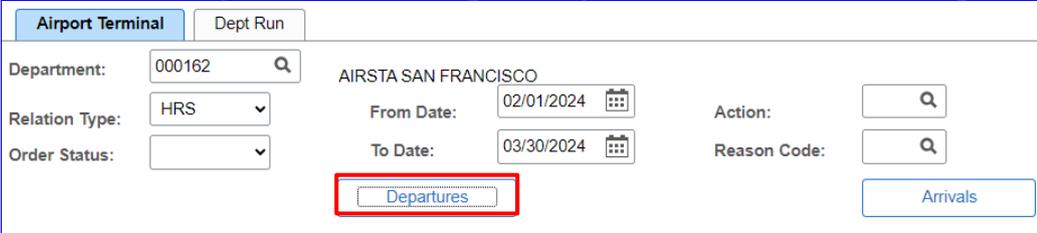
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<p>7</p>	<p>The Order will open in a new tab.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Smeagol Stoor Empl ID: 2222222 Empl Record: 0</p> <p>Trans ID: 2899682 Order Action: [Dropdown] Go</p> <p>Order Begin Date: 06/01/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/01/2024 Order Status: Authorized</p> <p>PCS Basic Information</p> <p>Current Department: 000162 CG AIRSTA SAN FRANCISCO Project Code: RA23</p> <p>Current Location Code: CA0028 SFO INTL AIRPORT Task Code: RA</p> <p>Current Position Number: 00014755 AIRSTA MH65 Fund Source: O&S-Mil Py</p> <p>Current Job Code: 452593 AMT1</p> <p>Action: XFR Reason Code: FLT Mutual Code: Standard Rotation Dt: 07/01/2026</p> <p>Authorizing Official: Coast E Bear, PO1, USCG</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> <p>Itinerary</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>06/01/2024</td> <td></td> <td>Duty</td> <td>AIRSTA SAN FRANCISCO</td> <td>AIRSTA MH65</td> <td>SFO INTL AIRPORT</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>07/01/2024</td> <td></td> <td>Duty</td> <td>AIRSTA SAN FRANCISCO</td> <td>AIRSTA MH65</td> <td>SFO INTL AIRPORT</td> </tr> </tbody> </table> <p>Travel Orders 1 of 2 View All</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: [Buttons]</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		06/01/2024		Duty	AIRSTA SAN FRANCISCO	AIRSTA MH65	SFO INTL AIRPORT	99	Report		07/01/2024		Duty	AIRSTA SAN FRANCISCO	AIRSTA MH65	SFO INTL AIRPORT																																																																																							
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Viewing/Printing Separation Orders

Introduction This section provides the procedures for viewing and printing separation orders in DA.

- Information**
- The Airport Terminal is another location to view/print Separation Authorizations in DA for those with the appropriate user roles (**CGHRS role is required**).
 - For more information regarding accessing Separation Authorizations and Separation Orders, see the [Separations Transactions](#) user guides.

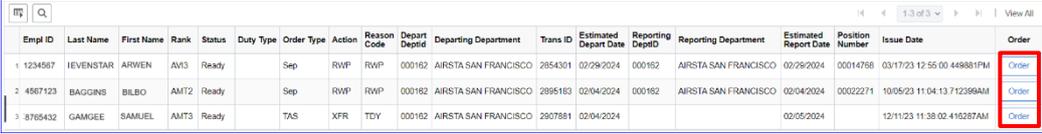
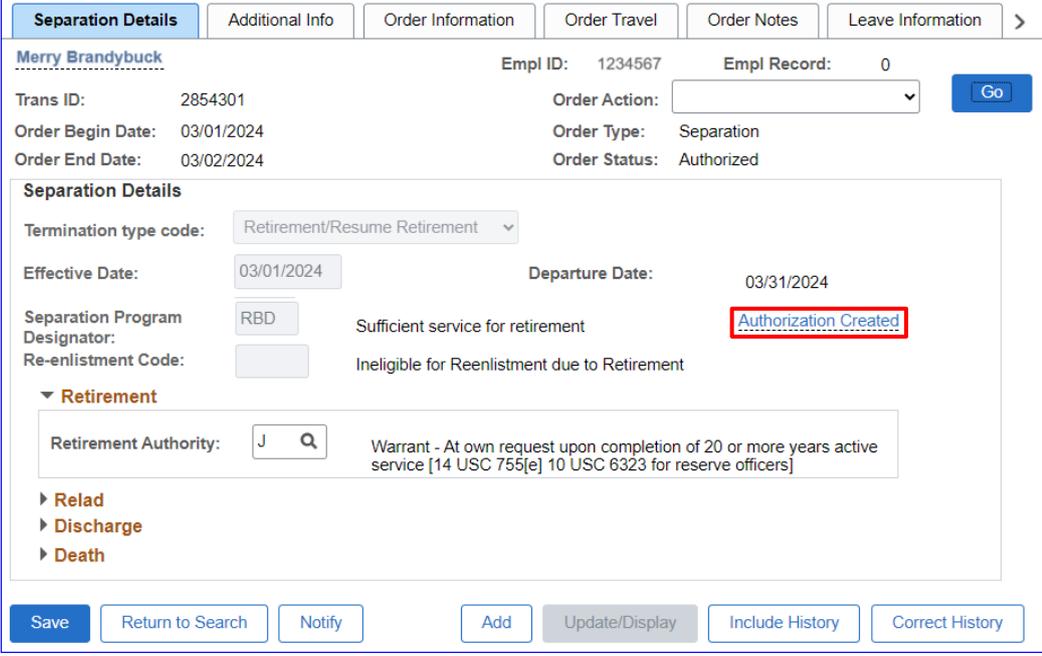
Procedures See below.

Step	Action
<p>1</p>	<p>Click the Orders tile.</p> 
<p>2</p>	<p>Select the Airport Terminal option.</p> 
<p>3</p>	<p>Complete the appropriate fields, then click Departures. For a description of each field see step 4 of the Accessing the Airport Terminal section of this guide.</p> 

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Viewing/Printing Separation Orders, Continued

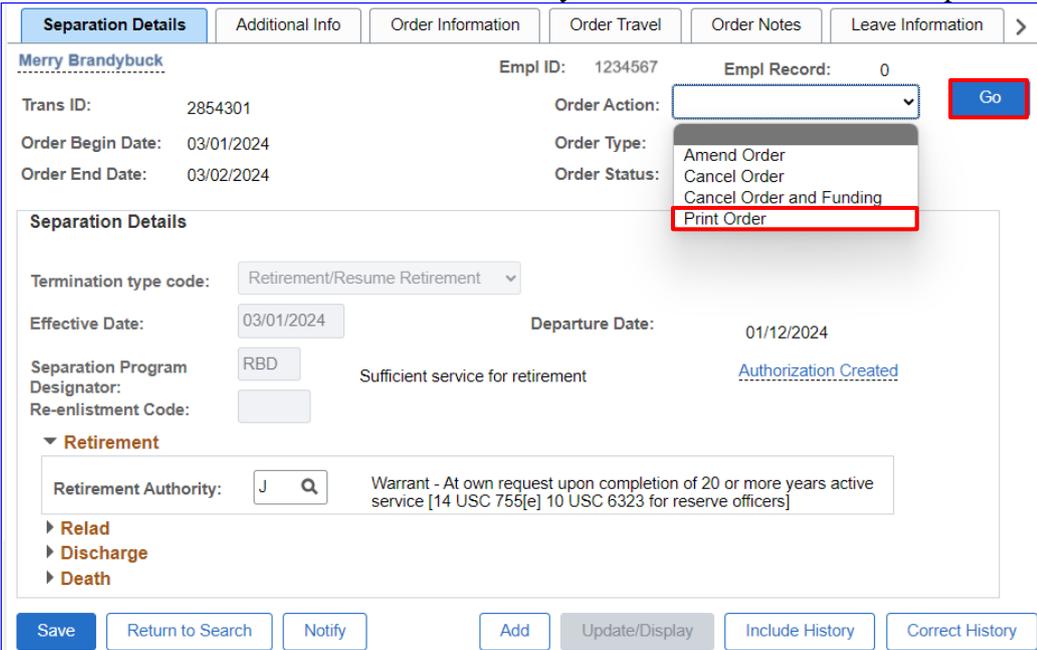
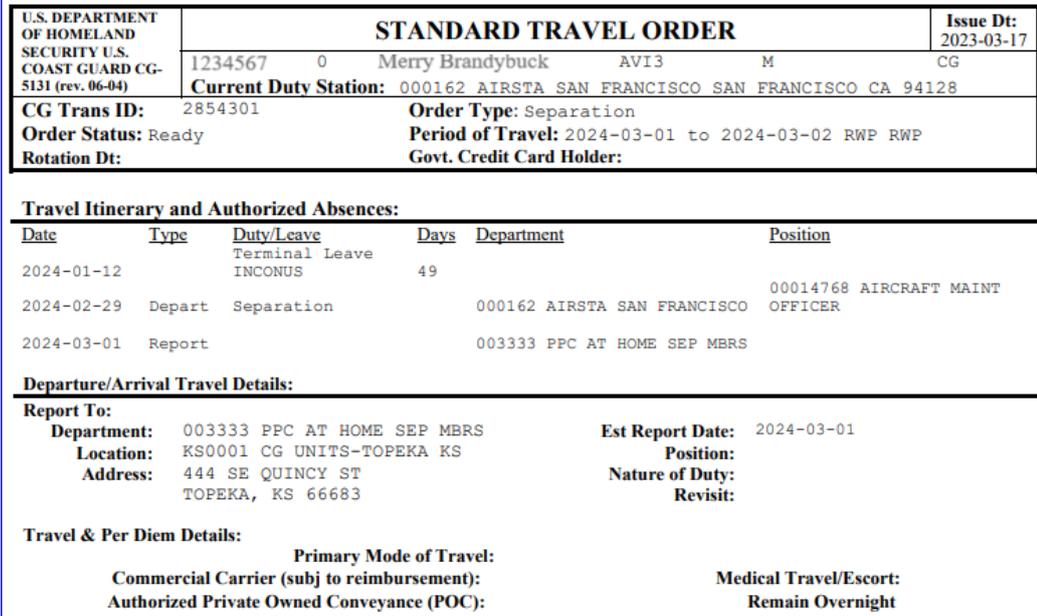
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3 8765432	GAMGEE	SAMUEL	AMT3	Ready		TAS	XFR	TDY	000182	AIRSTA SAN FRANCISCO	2907881	02/04/2024			02/05/2024		12/11/23 11:38:02 416287AM	Order																																																											
5	<p>The Order will open in a new tab.</p> <ul style="list-style-type: none"> • If the Authorization Created link is active, click it to open the Order and skip to Step 7. • If the Authorization Created link is not active continue to step 6.  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information ></p> <p><u>Merry Brandybuck</u> Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2854301 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 03/01/2024 Order Type: Separation</p> <p>Order End Date: 03/02/2024 Order Status: Authorized</p> <p>Separation Details</p> <p>Termination type code: Retirement/Resume Retirement</p> <p>Effective Date: 03/01/2024 Departure Date: 03/31/2024</p> <p>Separation Program Designator: RBD Sufficient service for retirement Authorization Created</p> <p>Re-enlistment Code: Ineligible for Reenlistment due to Retirement</p> <p>Retirement</p> <p>Retirement Authority: J <input type="text"/> Warrant - At own request upon completion of 20 or more years active service [14 USC 755[e] 10 USC 6323 for reserve officers]</p> <p>Relad Discharge Death</p> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p>																																																																												

Continued on next page

Viewing/Printing Separation Orders, Continued

Procedures,
continued

Step	Action																																																																		
6	<p>Using the Order Action drop-down, select Print Order and click Go.</p> <p>NOTE: If the Order Action drop-down is disabled or unavailable, attempt to access it from the Order Audit tab. This may enable the Order Action drop-down</p> 																																																																		
7	<p>The Order (PDF) will open in a new tab.</p>  <table border="1" data-bbox="335 1299 1356 1467"> <thead> <tr> <th colspan="2">U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)</th> <th colspan="4">STANDARD TRAVEL ORDER</th> <th>Issue Dt: 2023-03-17</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Merry Brandybuck</td> <td>AVI3</td> <td>M</td> <td>CG</td> <td></td> </tr> <tr> <td colspan="7">Current Duty Station: 000162 AIRSTA SAN FRANCISCO SAN FRANCISCO CA 94128</td> </tr> <tr> <td>CG Trans ID: 2854301</td> <td colspan="3">Order Type: Separation</td> <td colspan="3">Period of Travel: 2024-03-01 to 2024-03-02 RWP RWP</td> </tr> <tr> <td>Order Status: Ready</td> <td colspan="3">Govt. Credit Card Holder:</td> <td colspan="3"></td> </tr> <tr> <td>Rotation Dt:</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Travel Itinerary and Authorized Absences:</p> <table border="1" data-bbox="335 1512 1356 1657"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Duty/Leave</th> <th>Days</th> <th>Department</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>2024-01-12</td> <td></td> <td>Terminal Leave INCONUS</td> <td>49</td> <td></td> <td></td> </tr> <tr> <td>2024-02-29</td> <td>Depart</td> <td>Separation</td> <td></td> <td>000162 AIRSTA SAN FRANCISCO</td> <td>00014768 AIRCRAFT MAINT OFFICER</td> </tr> <tr> <td>2024-03-01</td> <td>Report</td> <td></td> <td></td> <td>003333 PPC AT HOME SEP MBRS</td> <td></td> </tr> </tbody> </table> <p>Departure/Arrival Travel Details:</p> <p>Report To: Department: 003333 PPC AT HOME SEP MBRS Location: KS0001 CG UNITS-TOPEKA KS Address: 444 SE QUINCY ST TOPEKA, KS 66683</p> <p>Est Report Date: 2024-03-01 Position: Nature of Duty: Revisit:</p> <p>Travel & Per Diem Details:</p> <p>Primary Mode of Travel: Commercial Carrier (subj to reimbursement): Authorized Private Owned Conveyance (POC):</p> <p>Medical Travel/Escort: Remain Overnight</p>	U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)		STANDARD TRAVEL ORDER				Issue Dt: 2023-03-17	1234567	0	Merry Brandybuck	AVI3	M	CG		Current Duty Station: 000162 AIRSTA SAN FRANCISCO SAN FRANCISCO CA 94128							CG Trans ID: 2854301	Order Type: Separation			Period of Travel: 2024-03-01 to 2024-03-02 RWP RWP			Order Status: Ready	Govt. Credit Card Holder:						Rotation Dt:							Date	Type	Duty/Leave	Days	Department	Position	2024-01-12		Terminal Leave INCONUS	49			2024-02-29	Depart	Separation		000162 AIRSTA SAN FRANCISCO	00014768 AIRCRAFT MAINT OFFICER	2024-03-01	Report			003333 PPC AT HOME SEP MBRS	
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