# 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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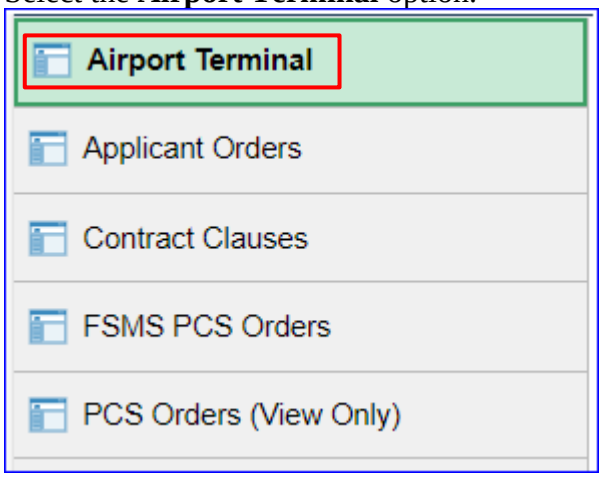
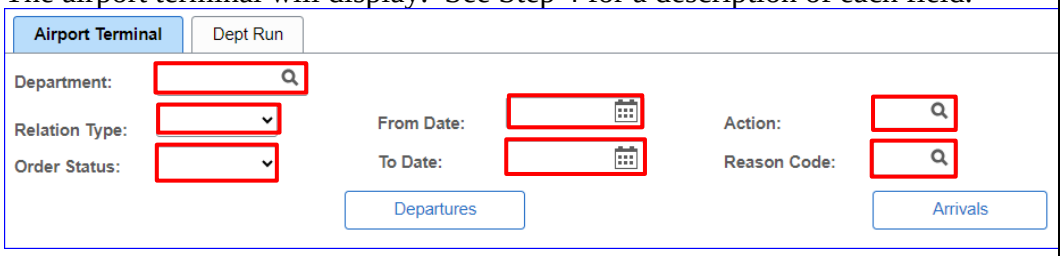
# Accessing the Airport Terminal

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

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# Accessing the Airport Terminal, Continued

**Procedures**, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Department</td><td>Enter unit Dept ID or use the lookup to search for it</td></tr>
<tr><td>Relation Type</td><td>
<table>
<tr><th>Type</th><th>Should be used for</th></tr>
<tr><td>HRS, ISC, Own Unit</td><td>Orders for a specific Department ID</td></tr>
<tr><td>Unit Rel</td><td>Orders for all units falling under one Parent Department ID</td></tr>
</table>
</td></tr>
<tr><td>Order Status</td><td>
<table>
<tr><th>Status</th><th>Meaning</th></tr>
<tr><td>Authorized</td><td>PCS/SEP Order – Order has been created<br>RSV Order – Order has been authorized by DXR</td></tr>
<tr><td>Cancelled</td><td>Orders have been cancelled</td></tr>
<tr><td>En route</td><td>PCS Order – Member has departed old unit<br>RSV Order – Member has departed on orders</td></tr>
<tr><td>Finished</td><td>PCS Order – Member has reported to new unit<br>RSV Order – All Actual Dates have been completed and approved<br>SEP Order – Order has run through the Orders Integration Process (Job row written)</td></tr>
<tr><td>Proposed</td><td>RSV Order has initially been created</td></tr>
<tr><td>Ready</td><td>PCS Order – Order has been approved<br>RSV Order – Order is ready for the member to depart<br>SEP Order – Order has been approved<br>TAS Order – Order has been approved</td></tr>
</table>
</td></tr>
</table>
</td></tr>
</table>

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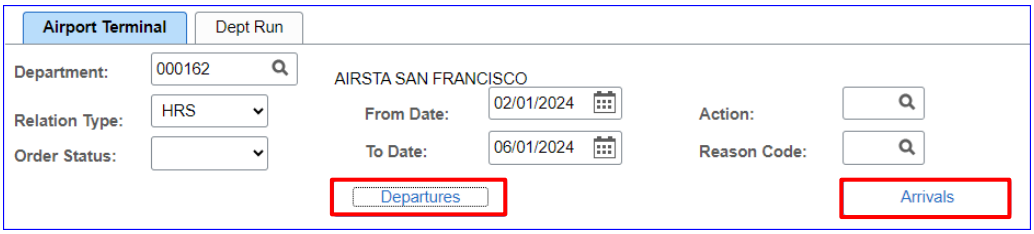
# Accessing the Airport Terminal, Continued

**Procedures**, continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4<br>(cont.)</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>From/To Date</td><td>Select a date range to narrow the search results (optional)</td></tr>
<tr><td>Action</td><td>
<table>
<tr><th>Code</th><th>Meaning</th></tr>
<tr><td>RWP</td><td>Retirement with pay</td></tr>
<tr><td>TER</td><td>Termination</td></tr>
<tr><td>XFR</td><td>Transfer</td></tr>
</table>
</td></tr>
<tr><td>Reason Code</td><td>
<table>
<tr><th>Code</th><th>Meaning</th></tr>
<tr><td>DEA</td><td>Death</td></tr>
<tr><td>DPT</td><td>Departing Endorsement</td></tr>
<tr><td>DSC</td><td>Discharge</td></tr>
<tr><td>EXT</td><td>Extension</td></tr>
<tr><td>FLT</td><td>Fleet Up</td></tr>
<tr><td>PCS</td><td>Permanent Change of Station</td></tr>
<tr><td>RES</td><td>Resignation</td></tr>
<tr><td>RLD</td><td>Release from Active Duty (RELAD)</td></tr>
<tr><td>RSV</td><td>Reserve</td></tr>
<tr><td>RWP</td><td>Retirement with pay</td></tr>
<tr><td>SEP</td><td>Separation</td></tr>
<tr><td>TDY</td><td>Temporary Duty</td></tr>
</table>
</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Once all the appropriate fields have been completed, click Departures or Arrivals.<br> 
</td></tr>
</table>

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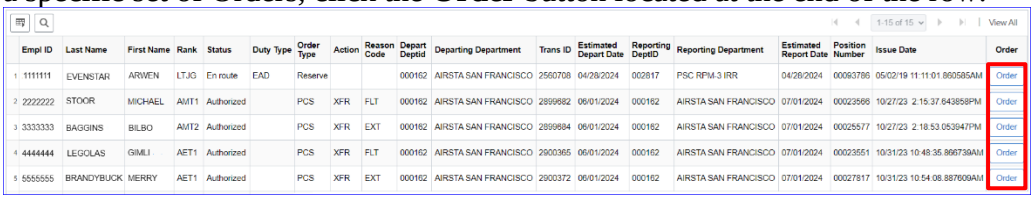
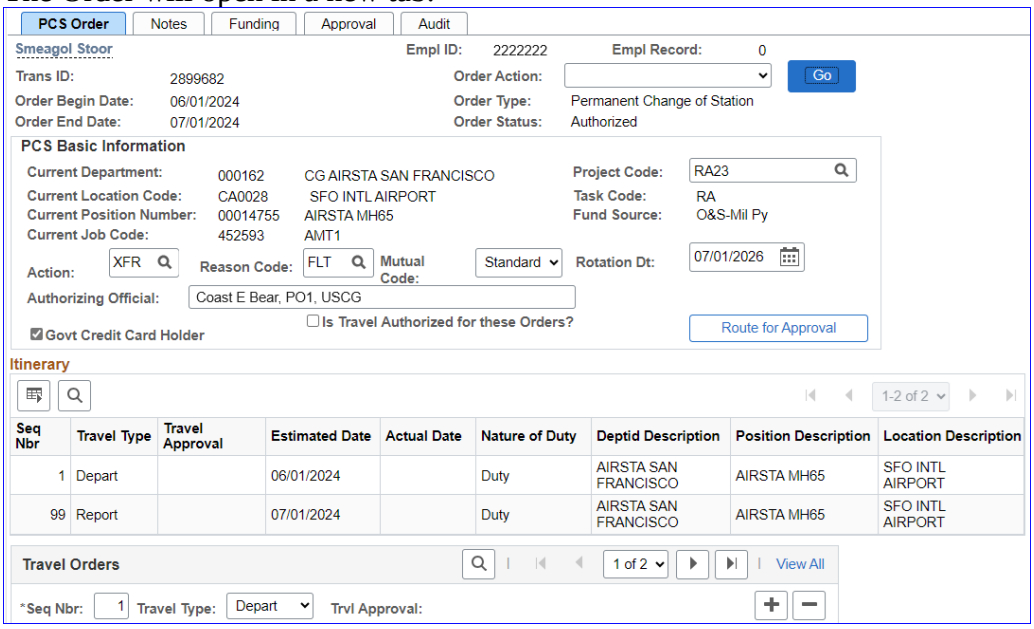
# Accessing the Airport Terminal, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 6 | All Orders matching the Search Criteria entered in Step 5 will display. To view a specific set of Orders, click the **Order** button located at the end of the row. |
| 7 | The Order will open in a new tab. |



| Empl ID | Last Name | First Name | Rank | Status | Duty Type | Order Type | Action | Reason Code | Depart Deptid | Departing Department | Trans ID | Estimated Depart Date | Reporting DeptID | Reporting Department | Estimated Report Date | Position Number | Issue Date | Order |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1111111 | EVENSTAR | ARWEN | LTJG | En route | EAD | Reserve | | | 000162 | AIRSTA SAN FRANCISCO | 2560708 | 04/28/2024 | 002817 | PSC RPM-3 IRR | 04/28/2024 | 00093786 | 05/02/19 11:11:01.860585AM | Order |
| 2222222 | STOOR | MICHAEL | AMT1 | Authorized | | PCS | XFR | FLT | 000162 | AIRSTA SAN FRANCISCO | 2899682 | 06/01/2024 | 000162 | AIRSTA SAN FRANCISCO | 07/01/2024 | 00023566 | 10/27/23 2:15:37.643858PM | Order |
| 3333333 | BAGGINS | BILBO | AMT2 | Authorized | | PCS | XFR | EXT | 000162 | AIRSTA SAN FRANCISCO | 2899684 | 06/01/2024 | 000162 | AIRSTA SAN FRANCISCO | 07/01/2024 | 00025577 | 10/27/23 2:18:53.053947PM | Order |
| 4444444 | LEGOLAS | GIMLI | AET1 | Authorized | | PCS | XFR | FLT | 000162 | AIRSTA SAN FRANCISCO | 2900365 | 06/01/2024 | 000162 | AIRSTA SAN FRANCISCO | 07/01/2024 | 00023551 | 10/31/23 10:48:35.866739AM | Order |
| 5555555 | BRANDYBUCK | MERRY | AET1 | Authorized | | PCS | XFR | EXT | 000162 | AIRSTA SAN FRANCISCO | 2900372 | 06/01/2024 | 000162 | AIRSTA SAN FRANCISCO | 07/01/2024 | 00027817 | 10/31/23 10:54:08.887609AM | Order |



# Viewing/Printing Separation Orders

**Introduction**

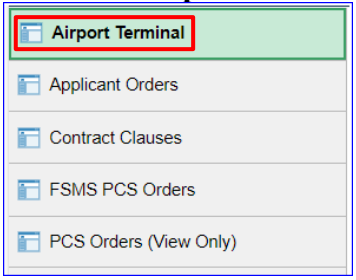
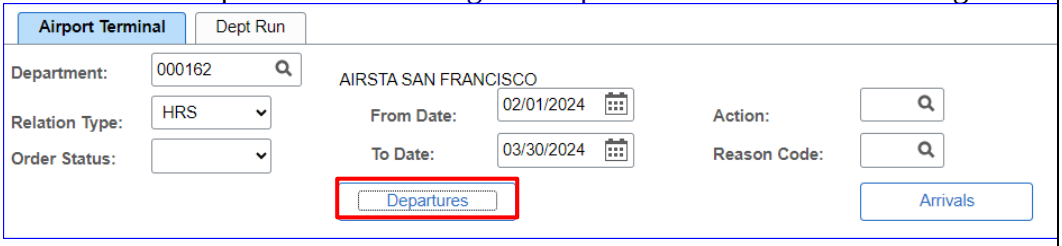
This section provides the procedures for viewing and printing separation orders in DA.

**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 |
|---|---|
| 1 | Click the **Orders** tile.<br> |
| 2 | Select the **Airport Terminal** option.<br>  |
| 3 | 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.<br>  |

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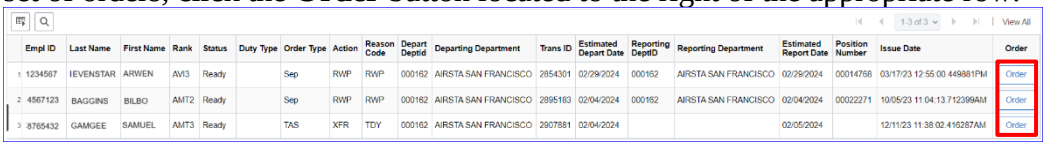
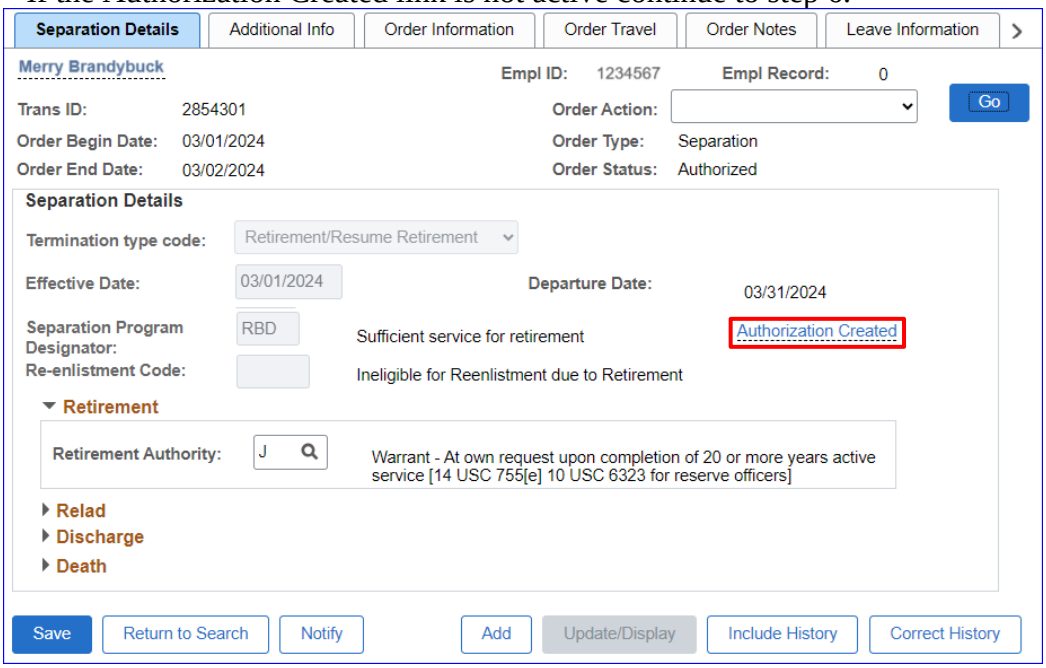
# Viewing/Printing Separation Orders, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **4** | All orders matching the search criteria entered in step 3 will display. To view a set of orders, click the **Order** button located to the right of the appropriate row.<br>  |
| **5** | The Order will open in a new tab.<br>• If the **Authorization Created** link is active, click it to open the Order and skip to Step 7.<br>• If the Authorization Created link is not active continue to step 6.<br>  |

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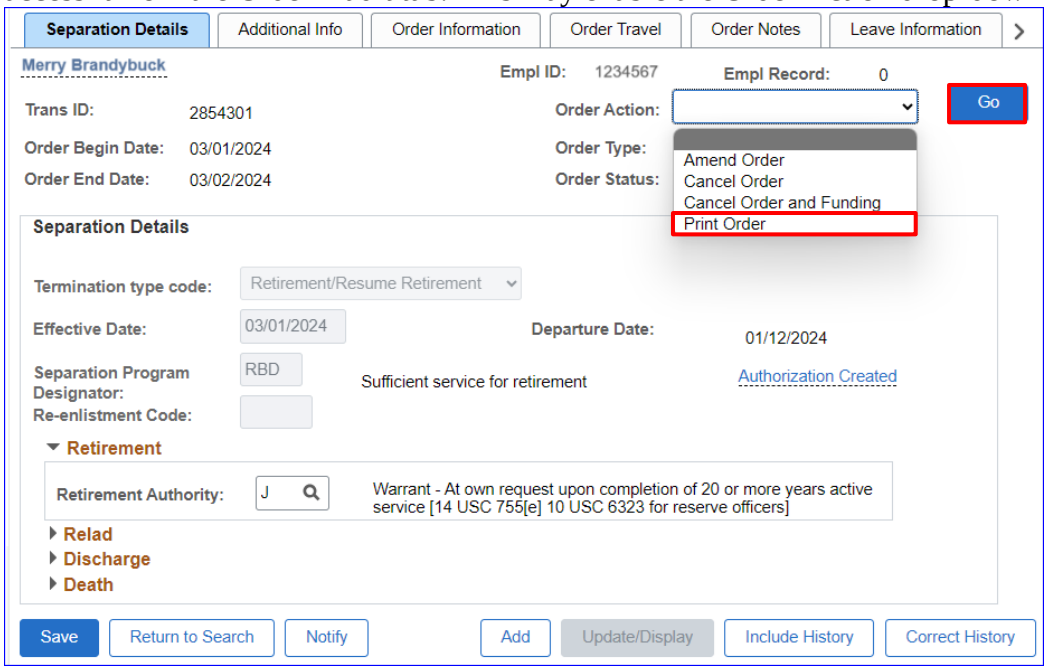
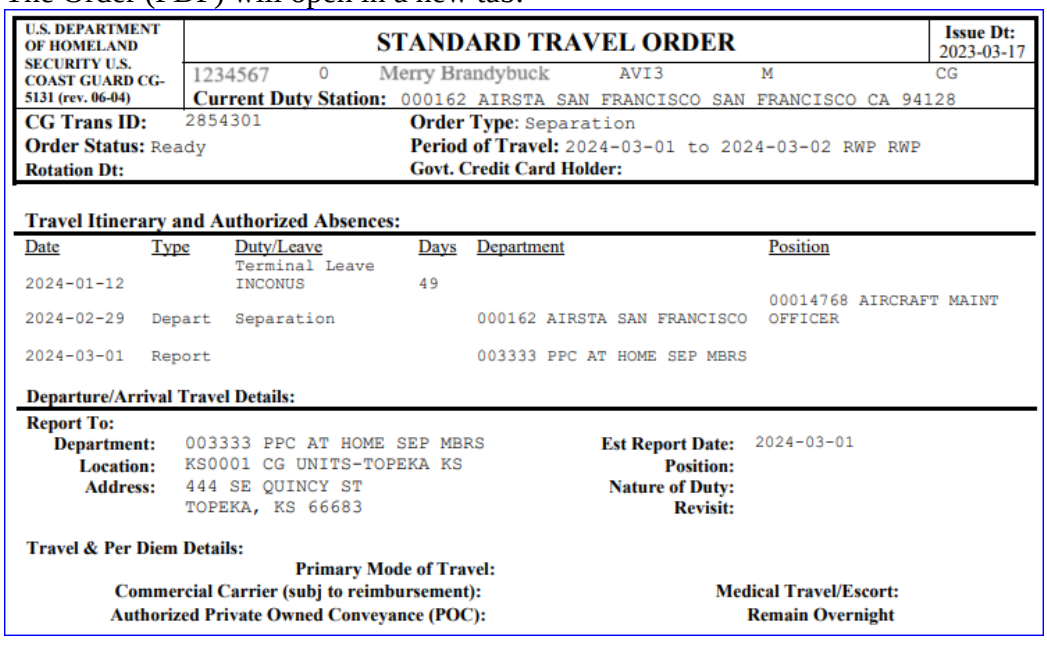
# Viewing/Printing Separation Orders, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 6 | Using the **Order Action** drop-down, select Print Order and click **Go**.<br><br>**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<br><br>  |
| 7 | The Order (PDF) will open in a new tab.<br><br>  |