

# Airport Terminal

## Overview

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

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**DA User Roles** Access to the **Airport Terminal** is limited to authorized Command users and those with the user role, CGAIRTRM. To gain access to the Airport Terminal, please refer to the [Direct Access User Roles and Functions](#) user guide or complete a CG7421B and ensure the appropriate roles are selected.

Self Service users may access **My Airport Terminal** from their Employee pagelet to view orders assigned to the user only.

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## Contents

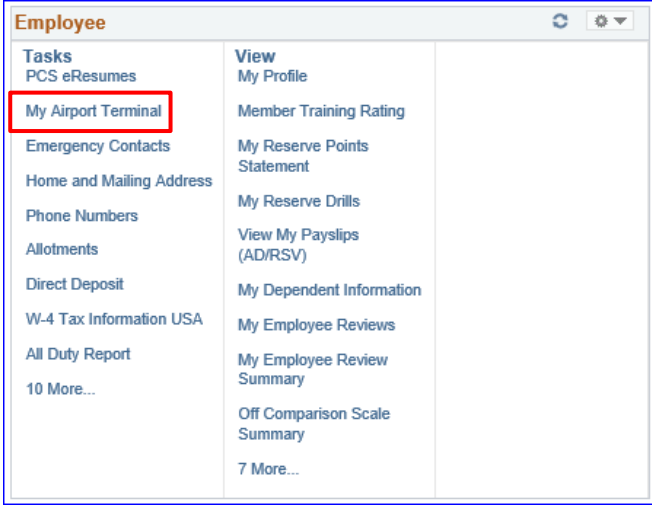
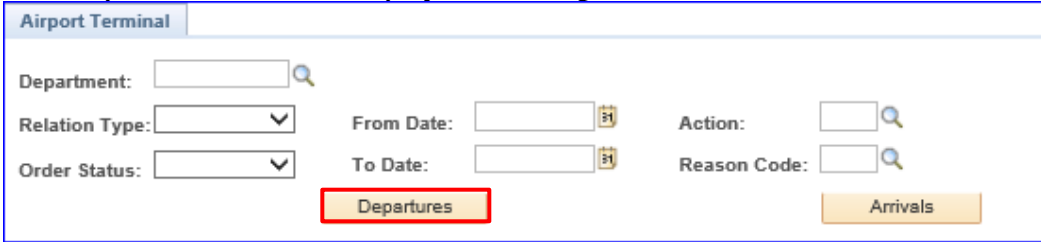
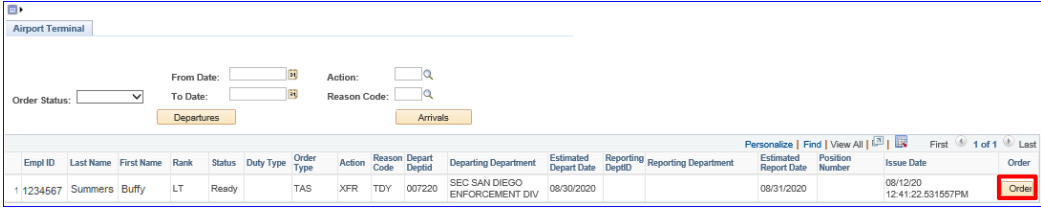
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# Viewing My Airport Terminal (Self Service Only)

**Introduction** This guide provides the procedures for accessing My Airport Terminal in Direct Access (DA) from the Self-Service menu.

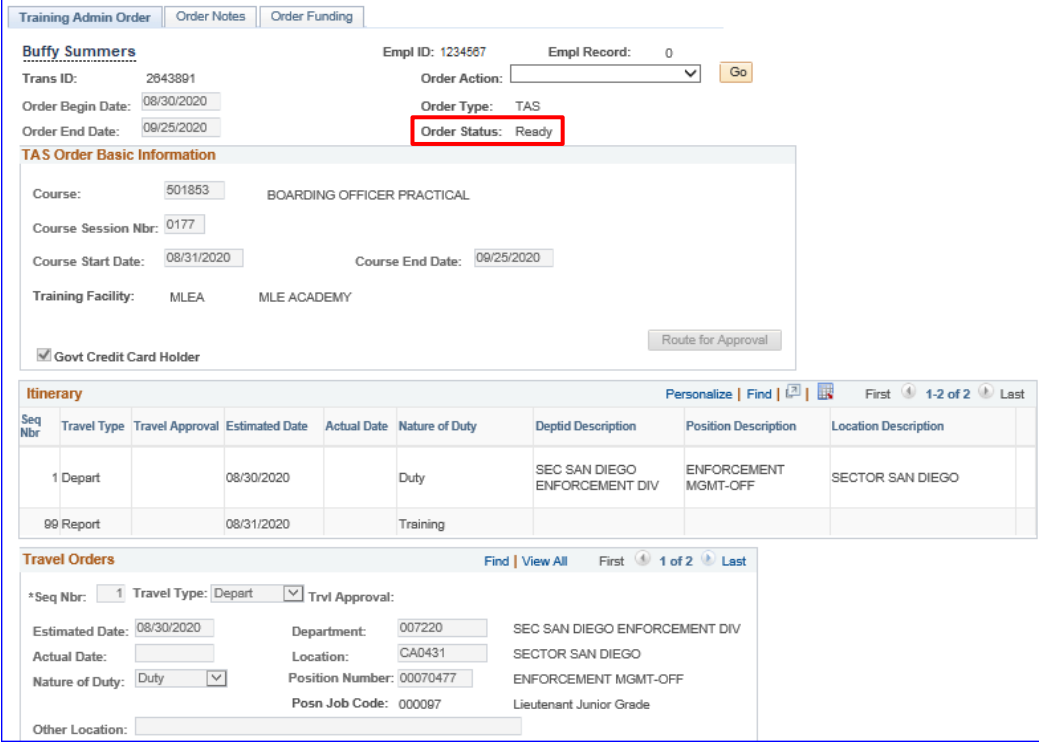
**Procedures** See below.

Step	Action																																				
1	<p>Select <b>My Airport Terminal</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a sidebar menu. The 'My Airport Terminal' option is highlighted with a red rectangular box. Other options in the sidebar include Tasks, PCS eResumes, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 10 More... The main content area lists various options like View My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>																																				
2	<p>The Airport Terminal will display. Click <b>Departures</b>.</p>  <p>The screenshot shows the 'Airport Terminal' page with search filters for Department, Relation Type, Order Status, From Date, To Date, Action, and Reason Code. Below the filters are two buttons: 'Departures' (highlighted with a red box) and 'Arrivals'.</p>																																				
3	<p>A list of any orders will display. To view the orders, click the <b>Order</b> button at the end of the row.</p>  <p>The screenshot shows the 'Airport Terminal' page with a table of orders. The 'Order' button at the end of the first row is highlighted with a red box. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Emp ID</th> <th>Last Name</th> <th>First Name</th> <th>Rank</th> <th>Status</th> <th>Duty Type</th> <th>Order Type</th> <th>Action</th> <th>Reason Code</th> <th>Depart DeptID</th> <th>Departing Department</th> <th>Estimated Depart Date</th> <th>Reporting DeptID</th> <th>Reporting Department</th> <th>Estimated Report Date</th> <th>Position Number</th> <th>Issue Date</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>Summers</td> <td>Buffy</td> <td>LT</td> <td>Ready</td> <td>TAS</td> <td>XFR</td> <td>TDY</td> <td>007220</td> <td>SEC SAN DIEGO ENFORCEMENT DIV</td> <td>08/30/2020</td> <td></td> <td></td> <td></td> <td>08/31/2020</td> <td></td> <td>08/12/20 12:41:22.531557PM</td> <td>Order</td> </tr> </tbody> </table>	Emp ID	Last Name	First Name	Rank	Status	Duty Type	Order Type	Action	Reason Code	Depart DeptID	Departing Department	Estimated Depart Date	Reporting DeptID	Reporting Department	Estimated Report Date	Position Number	Issue Date	Order	1234567	Summers	Buffy	LT	Ready	TAS	XFR	TDY	007220	SEC SAN DIEGO ENFORCEMENT DIV	08/30/2020				08/31/2020		08/12/20 12:41:22.531557PM	Order
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# Viewing My Airport Terminal (Self Service Only), Continued

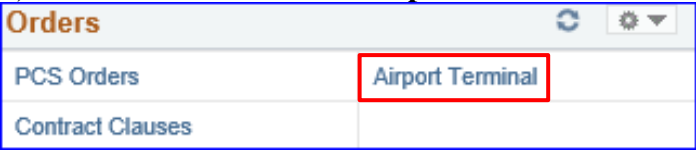
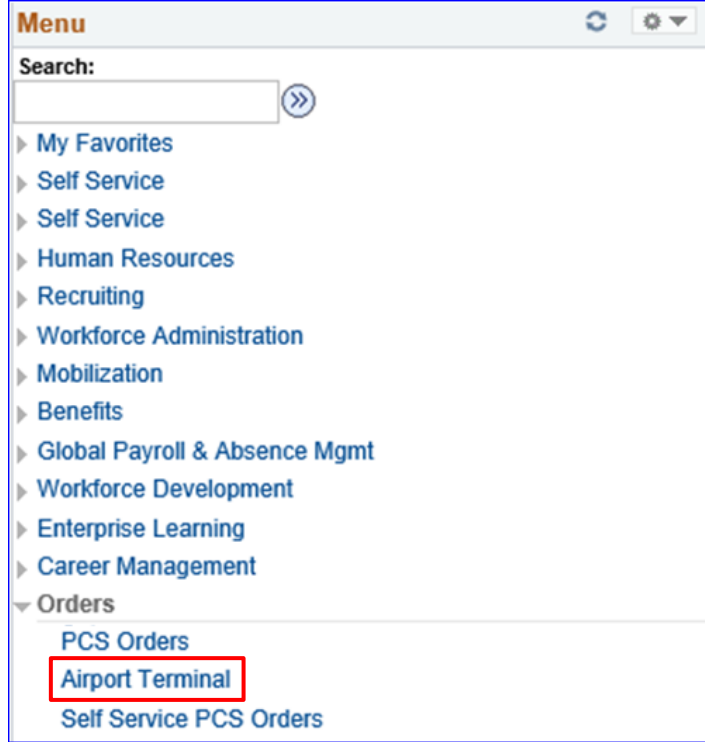
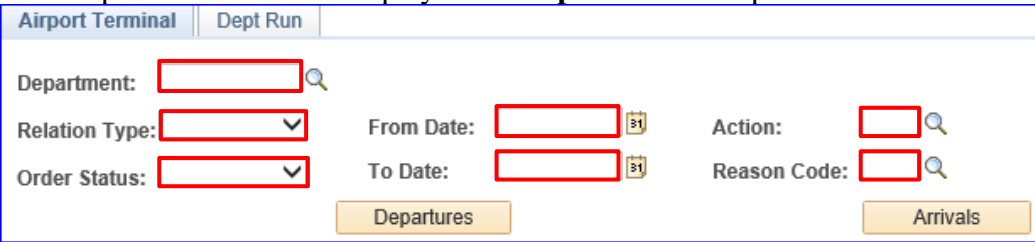
Procedures,  
continued

Step	Action														
4	<p>The orders will open in a new tab. See the chart below to determine the status of the orders.</p>  <p><b>Order Status</b></p> <table border="1"> <thead> <tr> <th data-bbox="327 1290 539 1330">Order Status</th> <th data-bbox="539 1290 1369 1330">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1330 539 1415">Authorized</td> <td data-bbox="539 1330 1369 1415">For <b>PCS/SEP</b> - Orders have been created For <b>RSV</b> – Orders authorized by DXR</td> </tr> <tr> <td data-bbox="327 1415 539 1460">Cancelled</td> <td data-bbox="539 1415 1369 1460">Orders have been cancelled</td> </tr> <tr> <td data-bbox="327 1460 539 1545">En route</td> <td data-bbox="539 1460 1369 1545">For <b>PCS</b> – Member has departed old unit For <b>RSV</b> – Member has departed on orders</td> </tr> <tr> <td data-bbox="327 1545 539 1738">Finished</td> <td data-bbox="539 1545 1369 1738">For <b>PCS</b> – Member has reported to new unit For <b>RSV</b> – All actual dates have been completed and approved For <b>SEP</b> – Orders have run through the Orders Integration Process (job row written)</td> </tr> <tr> <td data-bbox="327 1738 539 1783">Proposed</td> <td data-bbox="539 1738 1369 1783">Reserve orders have been initially created</td> </tr> <tr> <td data-bbox="327 1783 539 1939">Ready</td> <td data-bbox="539 1783 1369 1939">For <b>PCS</b> – Orders have been approved For <b>RSV</b> – Orders are ready for the member to depart For <b>SEP</b> – Orders have been approved For <b>TAS</b> – Orders have been approved</td> </tr> </tbody> </table>	Order Status	Meaning	Authorized	For <b>PCS/SEP</b> - Orders have been created For <b>RSV</b> – Orders authorized by DXR	Cancelled	Orders have been cancelled	En route	For <b>PCS</b> – Member has departed old unit For <b>RSV</b> – Member has departed on orders	Finished	For <b>PCS</b> – Member has reported to new unit For <b>RSV</b> – All actual dates have been completed and approved For <b>SEP</b> – Orders have run through the Orders Integration Process (job row written)	Proposed	Reserve orders have been initially created	Ready	For <b>PCS</b> – Orders have been approved For <b>RSV</b> – Orders are ready for the member to depart For <b>SEP</b> – Orders have been approved For <b>TAS</b> – Orders have been approved
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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 Direct Access (DA).

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>There are two ways to access the Airport Terminal:</p> <p>1) Command users: Select <b>Airport Terminal</b> from the Orders pagelet.</p>  <p>2) Command users and those with the CGAIRTRM user role: From the Enterprise Menu, select <b>Orders &gt; Airport Terminal</b>.</p> 
<p><b>2</b></p>	<p>The Airport Terminal will display. See <b>Step 3</b> for a description of each field.</p> 

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## Accessing the Airport Terminal, Continued

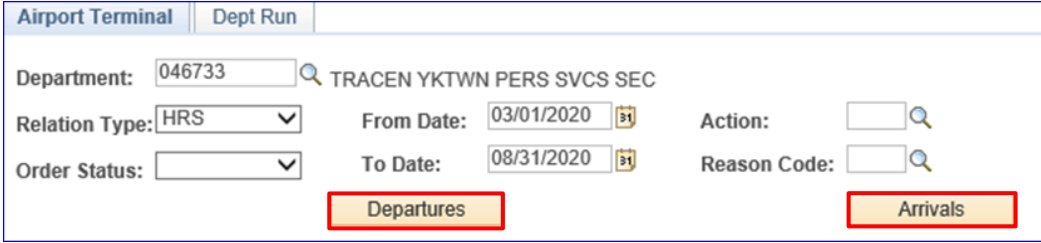
Procedures,  
continued

Step	Action																
3																	
	<b>Field</b>	<b>Description</b>															
	<b>Department</b>	Enter unit's Dept ID or use the lookup to search for it															
	<b>Relation Type</b>	<table border="1"> <thead> <tr> <th data-bbox="564 584 778 622">Type</th> <th data-bbox="788 584 1369 622">Should be used for</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 622 778 703">HRS, ISC, Own unit</td> <td data-bbox="788 622 1369 703">Orders for a specific Department ID</td> </tr> <tr> <td data-bbox="564 703 778 784">Unit Rel</td> <td data-bbox="788 703 1369 784">Orders for all units falling under one Parent Department ID</td> </tr> </tbody> </table>	Type	Should be used for	HRS, ISC, Own unit	Orders for a specific Department ID	Unit Rel	Orders for all units falling under one Parent Department ID									
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## Accessing the Airport Terminal, Continued

Procedures,  
continued

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<p><b>5</b></p>	<p>Below is an example of an Arrivals list for the criteria entered in Step 4. Click any of the <b>field headers</b> to sort by that value. Click the <b>Order</b> button to view a specific set of orders.</p> <table border="1"> <thead> <tr> <th colspan="14" data-bbox="325 1541 1369 1563">Personalize   Find   View All   1-10 of 10   Last</th> </tr> <tr> <th data-bbox="325 1563 357 1594">Rank</th> <th data-bbox="357 1563 405 1594">Status</th> <th data-bbox="405 1563 453 1594">Duty Type</th> <th data-bbox="453 1563 501 1594">Order Type</th> <th data-bbox="501 1563 549 1594">Action</th> <th data-bbox="549 1563 596 1594">Reason Code</th> <th data-bbox="596 1563 644 1594">Depart DeptID</th> <th data-bbox="644 1563 692 1594">Departing Department</th> <th data-bbox="692 1563 740 1594">Estimated Depart Date</th> <th data-bbox="740 1563 788 1594">Reporting DeptID</th> <th data-bbox="788 1563 836 1594">Reporting Department</th> <th data-bbox="836 1563 884 1594">Estimated Report Date</th> <th data-bbox="884 1563 932 1594">Position Number</th> <th data-bbox="932 1563 979 1594">Issue Date</th> <th data-bbox="979 1563 1369 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# Viewing Separation Orders

**Introduction** The Airport Terminal is another location to view Separation Authorizations in Direct Access (DA) for those with the appropriate DA user roles. For more information on accessing Separation Authorizations and Separations Orders, see the [SPO Separations Transactions](#) user guides located on PPC’s webpage.

**Procedures** See below.

Step	Action																														
1	<p>From the Airport Terminal, click on the <b>Order</b> button to view the orders in a new window.</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Status</th> <th>Duty Type</th> <th>Order Type</th> <th>Action</th> <th>Reason Code</th> <th>Depart DeptID</th> <th>Departing Department</th> <th>Estimated Depart Date</th> <th>Reporting DeptID</th> <th>Reporting Department</th> <th>Estimated Report Date</th> <th>Position Number</th> <th>Issue Date</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>CAPT</td> <td>Ready</td> <td></td> <td>Sep</td> <td>RWP</td> <td>RWP</td> <td>006514</td> <td>BEETLEJUICE CMD</td> <td>06/30/2020</td> <td>006514</td> <td>BEETLEJUICE CMD</td> <td>06/30/2020</td> <td>00031313</td> <td>09/24/19 10:44:41</td> <td><b>Order</b></td> </tr> </tbody> </table>	Rank	Status	Duty Type	Order Type	Action	Reason Code	Depart DeptID	Departing Department	Estimated Depart Date	Reporting DeptID	Reporting Department	Estimated Report Date	Position Number	Issue Date	Order	CAPT	Ready		Sep	RWP	RWP	006514	BEETLEJUICE CMD	06/30/2020	006514	BEETLEJUICE CMD	06/30/2020	00031313	09/24/19 10:44:41	<b>Order</b>
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2	<p>This example displays the Separation orders for a retirement. Click on the <b>Authorization Created</b> link to view the Separation Authorization created by PSC.</p> <table border="1"> <thead> <tr> <th>Separation Details</th> <th>Additional Info</th> <th>Order Information</th> <th>Order Travel</th> <th>Order Notes</th> <th>Leave Information</th> <th>Order Approval</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <b>Tim Burton</b>                      Trans ID: 2583980                      Order Begin Date: 07/01/2020                      Order End Date: 07/02/2020                 </td> <td colspan="2">                     Empl ID: 1234567                      Empl Record: 0                      Order Action: <input type="text"/>                      Order Type: Separation                      Order Status: Ready                 </td> <td colspan="3">                     Go                 </td> </tr> <tr> <td colspan="7"> <b>Separation Details</b>                      Termination type code: Retirement/Resume Retirement                      Termination Date: 07/01/2020                      SPD: RBD                      Re-enlistment Code: <input type="text"/>                      Departure Date: 06/28/2020                      Sufficient service for retirement  <a href="#">Authorization Created</a>                      Retirement                      Retirement Auth: W Commissioned - Captain continuation board [14- USC 289]                      Relad                      Discharge                      Death                 </td> </tr> </tbody> </table>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	Order Approval	<b>Tim Burton</b> Trans ID: 2583980 Order Begin Date: 07/01/2020 Order End Date: 07/02/2020		Empl ID: 1234567 Empl Record: 0 Order Action: <input type="text"/> Order Type: Separation Order Status: Ready		Go			<b>Separation Details</b> Termination type code: Retirement/Resume Retirement Termination Date: 07/01/2020 SPD: RBD Re-enlistment Code: <input type="text"/> Departure Date: 06/28/2020 Sufficient service for retirement <a href="#">Authorization Created</a> Retirement Retirement Auth: W Commissioned - Captain continuation board [14- USC 289] Relad Discharge Death															
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## Viewing Separation Orders, Continued

Procedures,  
continued

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3	<p data-bbox="327 443 901 474">Below is a sample Separation Authorization.</p> <table border="1" data-bbox="327 474 1369 1232"> <tr> <td colspan="2" data-bbox="327 474 558 555">DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD System Generated</td> <td colspan="3" data-bbox="558 474 1369 555" style="text-align: center;"><b>SEPARATION AUTHORIZATION</b></td> </tr> <tr> <td data-bbox="327 555 454 607">Emplid: 1234567</td> <td data-bbox="454 555 766 607">Name: Burton, Tim</td> <td data-bbox="766 555 965 607">Rank: CAPT</td> <td data-bbox="965 555 1157 607">Effective Date: 2020-07-01</td> <td data-bbox="1157 555 1369 607">Member Submit:</td> </tr> <tr> <td data-bbox="327 607 454 658">Deptid: 006514</td> <td colspan="2" data-bbox="454 607 1093 658">Dept Name: BEEETLEJUICE COMMAND STAFF</td> <td colspan="2" data-bbox="1093 607 1369 658">Last Day of Active Duty: 2020-06-30</td> </tr> <tr> <td colspan="2" data-bbox="327 658 590 710">Request Type: Mandatory Separation</td> <td colspan="2" data-bbox="590 658 1093 710">Request Status: Approved</td> <td data-bbox="1093 658 1369 710">Request Source: Headquarters</td> </tr> <tr> <td colspan="2" data-bbox="327 710 1037 739">Entered By: 7654321</td> <td colspan="3" data-bbox="1037 710 1369 739">Date: 2019-09-24</td> </tr> <tr> <td colspan="5" data-bbox="327 739 1369 761" style="text-align: center;"><b>SEPARATION INFORMATION</b></td> </tr> <tr> <td colspan="5" data-bbox="327 761 1369 813">Article/Law: 14-289 CAPT-non-continuation</td> </tr> <tr> <td colspan="5" data-bbox="327 813 1369 864">Sep/Ret Type: Regular CAPT - Involuntary Retirement For Non-Continuation 14-289</td> </tr> <tr> <td colspan="5" data-bbox="327 864 1369 916">DD214: RBD Sufficient service for retirement</td> </tr> <tr> <td colspan="3" data-bbox="327 916 845 967">Character of Service: Honorable</td> <td colspan="2" data-bbox="845 916 1369 967">Pay Type Code:</td> </tr> <tr> <td colspan="5" data-bbox="327 967 1369 1048"> <p>Upon separation, you may be entitled to compensation, education, and other significant benefits through the Department of Veterans Affairs (VA). For more information please visit the following; <a href="https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/">https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/</a></p> </td> </tr> <tr> <td colspan="5" data-bbox="327 1048 1369 1173"> <p>The separation herein is authorized pursuant to CG PSC (opm) decision and the law/policy cited. This electronic separation action has been approved and released by the Officer Separations Section - By direction of Commander, Coast Guard Personnel Service Center. As an Officer separating from the service, you are required to submit an Officer Evaluation Report (OER). For specific guidance on submitting a Continuity OER, please refer to COMDTINST M1000.3A, Article 5.E.9. and PSCINST M1611.1C, Chapter 12.</p> </td> </tr> <tr> <td colspan="5" data-bbox="327 1173 1369 1232"> <p>Allowances, including travel for dependents, are authorized in accordance with Joint Travel Regulations, par. 5068. Proceed time is not authorized under these orders.</p> </td> </tr> </table>	DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD System Generated		<b>SEPARATION AUTHORIZATION</b>			Emplid: 1234567	Name: Burton, Tim	Rank: CAPT	Effective Date: 2020-07-01	Member Submit:	Deptid: 006514	Dept Name: BEEETLEJUICE COMMAND STAFF		Last Day of Active Duty: 2020-06-30		Request Type: Mandatory Separation		Request Status: Approved		Request Source: Headquarters	Entered By: 7654321		Date: 2019-09-24			<b>SEPARATION INFORMATION</b>					Article/Law: 14-289 CAPT-non-continuation					Sep/Ret Type: Regular CAPT - Involuntary Retirement For Non-Continuation 14-289					DD214: RBD Sufficient service for retirement					Character of Service: Honorable			Pay Type Code:		<p>Upon separation, you may be entitled to compensation, education, and other significant benefits through the Department of Veterans Affairs (VA). For more information please visit the following; <a href="https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/">https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/</a></p>					<p>The separation herein is authorized pursuant to CG PSC (opm) decision and the law/policy cited. This electronic separation action has been approved and released by the Officer Separations Section - By direction of Commander, Coast Guard Personnel Service Center. As an Officer separating from the service, you are required to submit an Officer Evaluation Report (OER). For specific guidance on submitting a Continuity OER, please refer to COMDTINST M1000.3A, Article 5.E.9. and PSCINST M1611.1C, Chapter 12.</p>					<p>Allowances, including travel for dependents, are authorized in accordance with Joint Travel Regulations, par. 5068. Proceed time is not authorized under these orders.</p>				
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