

# 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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**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 [Direct Access 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 their Employee pagelet to view any Order assigned to that member only.

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**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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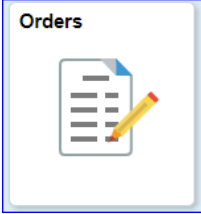
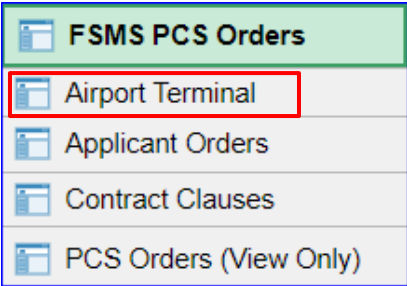
# Accessing the Airport Terminal

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

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**Procedures** See below.

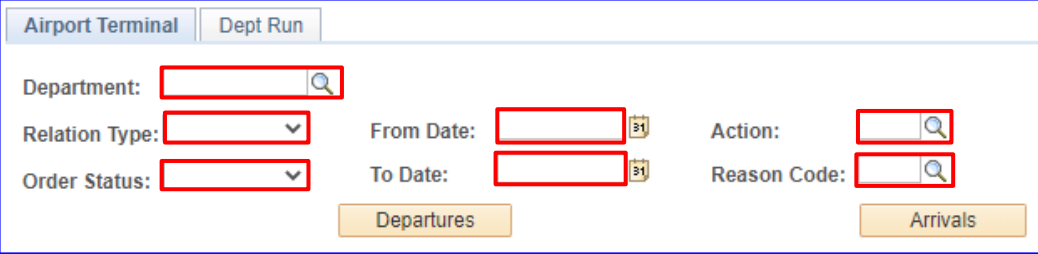
Step	Action
1	Click on <b>Orders</b> from the My Homepage drop-down.  The icon shows a document with a pencil and the word 'Orders' above it.
1.5	Select the <b>Airport Terminal</b> option.  A dropdown menu with five items: 'FSMS PCS Orders' (highlighted in green), 'Airport Terminal' (highlighted with a red box), 'Applicant Orders', 'Contract Clauses', and 'PCS Orders (View Only)'. Each item has a small document icon to its left.

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## Accessing the Airport Terminal, Continued

Procedures,  
continued

Step	Action																												
2	<p>The Airport Terminal will display. See <b>Step 3</b> for a description of each field.</p> 																												
3	<table border="1"> <thead> <tr> <th data-bbox="327 815 566 851">Field</th> <th colspan="2" data-bbox="566 815 1369 851">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 851 566 896"><b>Department</b></td> <td colspan="2" data-bbox="566 851 1369 896">Enter unit Dept ID or use the lookup to search for it</td> </tr> <tr> <td data-bbox="327 896 566 1164" rowspan="3"><b>Relation Type</b></td> <td data-bbox="582 931 837 967"><b>Type</b></td> <td data-bbox="837 931 1369 967"><b>Should be used for</b></td> </tr> <tr> <td data-bbox="582 967 837 1048">HRS, ISC, Own Unit</td> <td data-bbox="837 967 1369 1048">Orders for a specific Department ID</td> </tr> <tr> <td data-bbox="582 1048 837 1128">Unit Rel</td> <td data-bbox="837 1048 1369 1128">Orders for all units falling under one Parent Department ID</td> </tr> <tr> <td data-bbox="327 1164 566 1982" rowspan="6"><b>Order Status</b></td> <td data-bbox="582 1200 758 1236"><b>Status</b></td> <td data-bbox="758 1200 1369 1236"><b>Meaning</b></td> </tr> <tr> <td data-bbox="582 1236 758 1352">Authorized</td> <td data-bbox="758 1236 1369 1352"><b>PCS/SEP</b> Order – Order has been created <b>RSV</b> Order – Order has been authorized by DXR</td> </tr> <tr> <td data-bbox="582 1352 758 1388">Cancelled</td> <td data-bbox="758 1352 1369 1388">Orders have been cancelled</td> </tr> <tr> <td data-bbox="582 1388 758 1505">En route</td> <td data-bbox="758 1388 1369 1505"><b>PCS</b> Order – Member has departed old unit <b>RSV</b> Order – Member has departed on orders</td> </tr> <tr> <td data-bbox="582 1505 758 1765">Finished</td> <td data-bbox="758 1505 1369 1765"><b>PCS</b> Order – Member has reported to new unit <b>RSV</b> Order – All Actual Dates have been completed and approved <b>SEP</b> Order – Order has run through the Orders Integration Process (Job row written)</td> </tr> <tr> <td data-bbox="582 1765 758 1800">Proposed</td> <td data-bbox="758 1765 1369 1800"><b>RSV</b> Order has initially been created</td> </tr> <tr> <td data-bbox="582 1800 758 1982">Ready</td> <td data-bbox="758 1800 1369 1982"><b>PCS</b> Order – Order has been approved <b>RSV</b> Order – Order is ready for the member to depart <b>SEP</b> Order – Order has been approved <b>TAS</b> Order – Order has been approved</td> </tr> </tbody> </table>	Field	Description		<b>Department</b>	Enter unit Dept ID or use the lookup to search for it		<b>Relation Type</b>	<b>Type</b>	<b>Should be used for</b>	HRS, ISC, Own Unit	Orders for a specific Department ID	Unit Rel	Orders for all units falling under one Parent Department ID	<b>Order Status</b>	<b>Status</b>	<b>Meaning</b>	Authorized	<b>PCS/SEP</b> Order – Order has been created <b>RSV</b> Order – Order has been authorized by DXR	Cancelled	Orders have been cancelled	En route	<b>PCS</b> Order – Member has departed old unit <b>RSV</b> Order – Member has departed on orders	Finished	<b>PCS</b> Order – Member has reported to new unit <b>RSV</b> Order – All Actual Dates have been completed and approved <b>SEP</b> Order – Order has run through the Orders Integration Process (Job row written)	Proposed	<b>RSV</b> Order has initially been created	Ready	<b>PCS</b> Order – Order has been approved <b>RSV</b> Order – Order is ready for the member to depart <b>SEP</b> Order – Order has been approved <b>TAS</b> Order – Order has been approved
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## Accessing the Airport Terminal, Continued

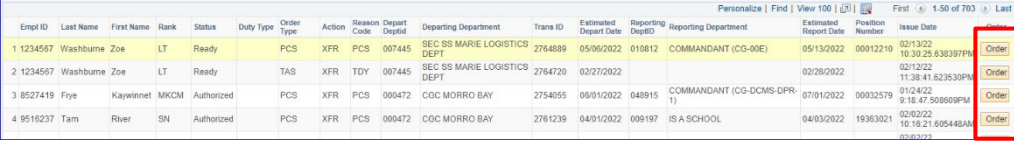
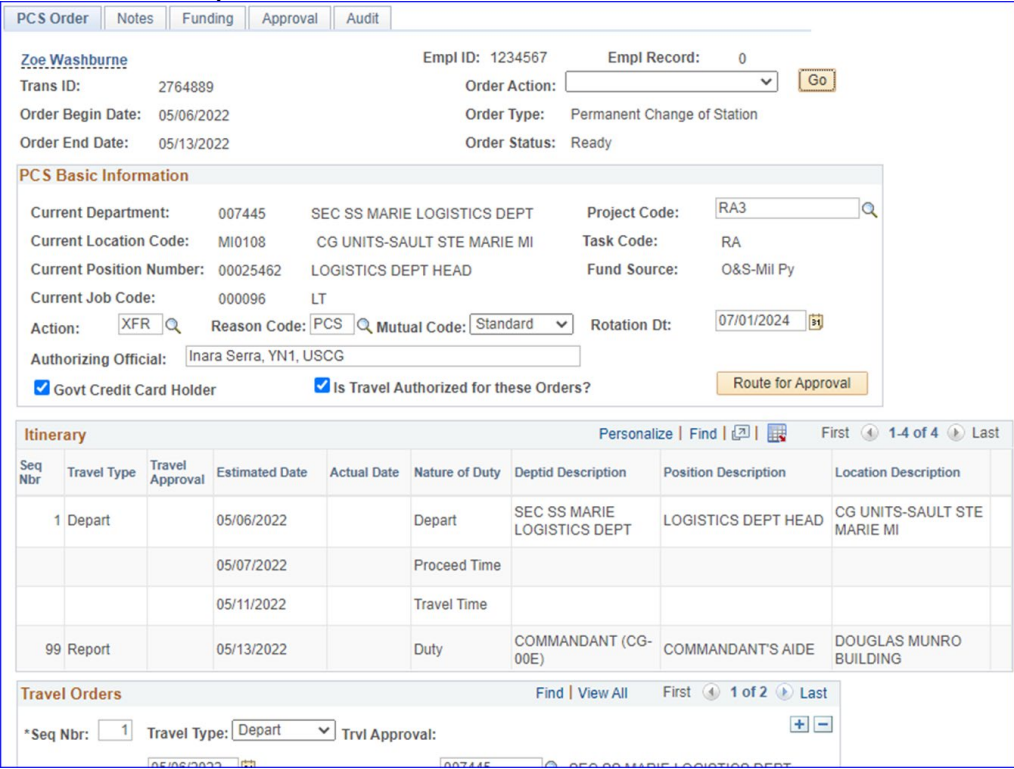
Procedures,  
continued

Step	Action																																										
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<p><b>4</b></p>	<p>Once all the appropriate fields have been completed, click <b>Departures</b> or <b>Arrivals</b>.</p> <div data-bbox="349 1491 1367 1742" style="border: 1px solid blue; padding: 5px;"> <p>Airport Terminal   Dept Run</p> <p>Department: <input type="text" value="046733"/> <input type="button" value="🔍"/></p> <p>Relation Type: <input type="text" value="HRS"/> <input type="button" value="▼"/> From Date: <input type="text" value="01/01/2022"/> <input type="button" value="📅"/> Action: <input type="text"/> <input type="button" value="🔍"/></p> <p>Order Status: <input type="text"/> <input type="button" value="▼"/> To Date: <input type="text" value="06/30/2022"/> <input type="button" value="📅"/> Reason Code: <input type="text"/> <input type="button" value="🔍"/></p> <p style="text-align: center;"><input type="button" value="Departures"/> <span style="margin-left: 200px;"><input type="button" value="Arrivals"/></span></p> </div>																																										

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# Accessing the Airport Terminal, Continued

Procedures,  
continued

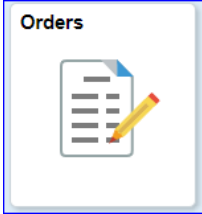
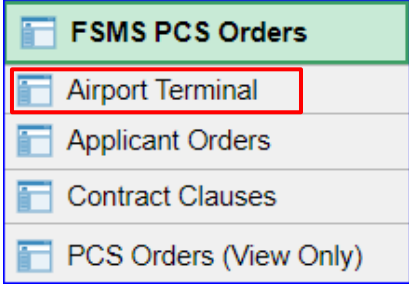
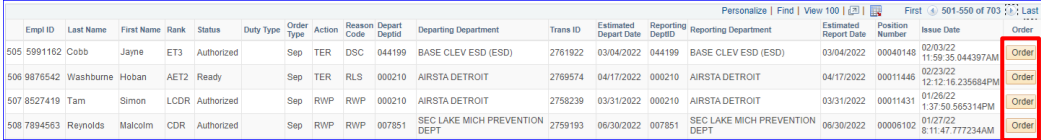
Step	Action
<p><b>5</b></p>	<p>All Orders matching the Search Criteria entered in Step 4 will display. To view a specific set of Orders, click the <b>Order</b> button located at the end of the row.</p> 
<p><b>6</b></p>	<p>The Order will open in a new tab.</p> 

# Viewing/Printing Separation Orders

**Introduction** The Airport Terminal is another location to view/print Separation Authorizations in Direct Access (DA) for those with the appropriate DA user roles.

For more information on accessing Separation Authorizations and Separation Orders, see the [SPO Separations Transactions](#) user guides located on PPC’s webpage.

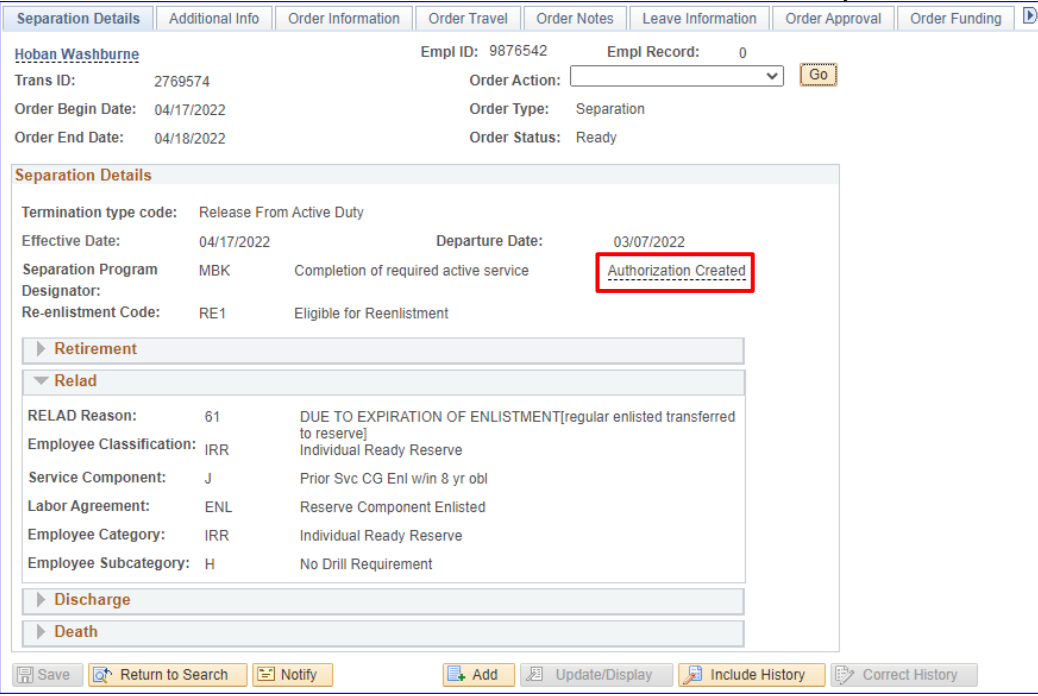
**Procedures** See below.

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<p><b>1</b></p>	<p>Click on <b>Orders</b> from the My Homepage drop-down.</p> 																																																																																															
<p><b>1.5</b></p>	<p>Select the <b>Airport Terminal</b> option.</p> 																																																																																															
<p><b>3</b></p>	<p>All Orders matching the Search Criteria entered in Step 2 will display. To view a specific set of Orders, click the <b>Order</b> button located at the end of the row.</p>  <table border="1" data-bbox="325 1509 1369 1648"> <thead> <tr> <th>Emp#</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>Trans ID</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>505 5991162</td> <td>Cobb</td> <td>Jayne</td> <td>ET3</td> <td>Authorized</td> <td>Sep</td> <td>TER</td> <td>DSC</td> <td>044199</td> <td>BASE CLEV ESD (ESD)</td> <td>BASE CLEV ESD (ESD)</td> <td>2761922</td> <td>03/04/2022</td> <td>044199</td> <td>BASE CLEV ESD (ESD)</td> <td>03/04/2022</td> <td>00040148</td> <td>02/03/22 11:59:35.044397AM</td> <td>Order</td> </tr> <tr> <td>506 9876542</td> <td>Washburne</td> <td>Hoban</td> <td>AET2</td> <td>Ready</td> <td>Sep</td> <td>TER</td> <td>RLS</td> <td>000210</td> <td>AIRSTA DETROIT</td> <td>AIRSTA DETROIT</td> <td>2769574</td> <td>04/17/2022</td> <td>000210</td> <td>AIRSTA DETROIT</td> <td>04/17/2022</td> <td>00011446</td> <td>02/23/22 12:12:16.235684PM</td> <td>Order</td> </tr> <tr> <td>507 8527419</td> <td>Tam</td> <td>Simon</td> <td>LCDR</td> <td>Authorized</td> <td>Sep</td> <td>RWP</td> <td>RWP</td> <td>000210</td> <td>AIRSTA DETROIT</td> <td>AIRSTA DETROIT</td> <td>2758239</td> <td>03/31/2022</td> <td>000210</td> <td>AIRSTA DETROIT</td> <td>03/31/2022</td> <td>00011431</td> <td>01/26/22 1:37:50.565314PM</td> <td>Order</td> </tr> <tr> <td>508 7894563</td> <td>Reynolds</td> <td>Malcolm</td> <td>CDR</td> <td>Authorized</td> <td>Sep</td> <td>RWP</td> <td>RWP</td> <td>007851</td> <td>SEC LAKE MICH PREVENTION DEPT</td> <td>SEC LAKE MICH PREVENTION DEPT</td> <td>2759193</td> <td>06/30/2022</td> <td>007851</td> <td>SEC LAKE MICH PREVENTION DEPT</td> <td>06/30/2022</td> <td>00006102</td> <td>01/27/22 8:11:47.777234AM</td> <td>Order</td> </tr> </tbody> </table>	Emp#	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	505 5991162	Cobb	Jayne	ET3	Authorized	Sep	TER	DSC	044199	BASE CLEV ESD (ESD)	BASE CLEV ESD (ESD)	2761922	03/04/2022	044199	BASE CLEV ESD (ESD)	03/04/2022	00040148	02/03/22 11:59:35.044397AM	Order	506 9876542	Washburne	Hoban	AET2	Ready	Sep	TER	RLS	000210	AIRSTA DETROIT	AIRSTA DETROIT	2769574	04/17/2022	000210	AIRSTA DETROIT	04/17/2022	00011446	02/23/22 12:12:16.235684PM	Order	507 8527419	Tam	Simon	LCDR	Authorized	Sep	RWP	RWP	000210	AIRSTA DETROIT	AIRSTA DETROIT	2758239	03/31/2022	000210	AIRSTA DETROIT	03/31/2022	00011431	01/26/22 1:37:50.565314PM	Order	508 7894563	Reynolds	Malcolm	CDR	Authorized	Sep	RWP	RWP	007851	SEC LAKE MICH PREVENTION DEPT	SEC LAKE MICH PREVENTION DEPT	2759193	06/30/2022	007851	SEC LAKE MICH PREVENTION DEPT	06/30/2022	00006102	01/27/22 8:11:47.777234AM	Order
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## Viewing/Printing Separation Orders, Continued

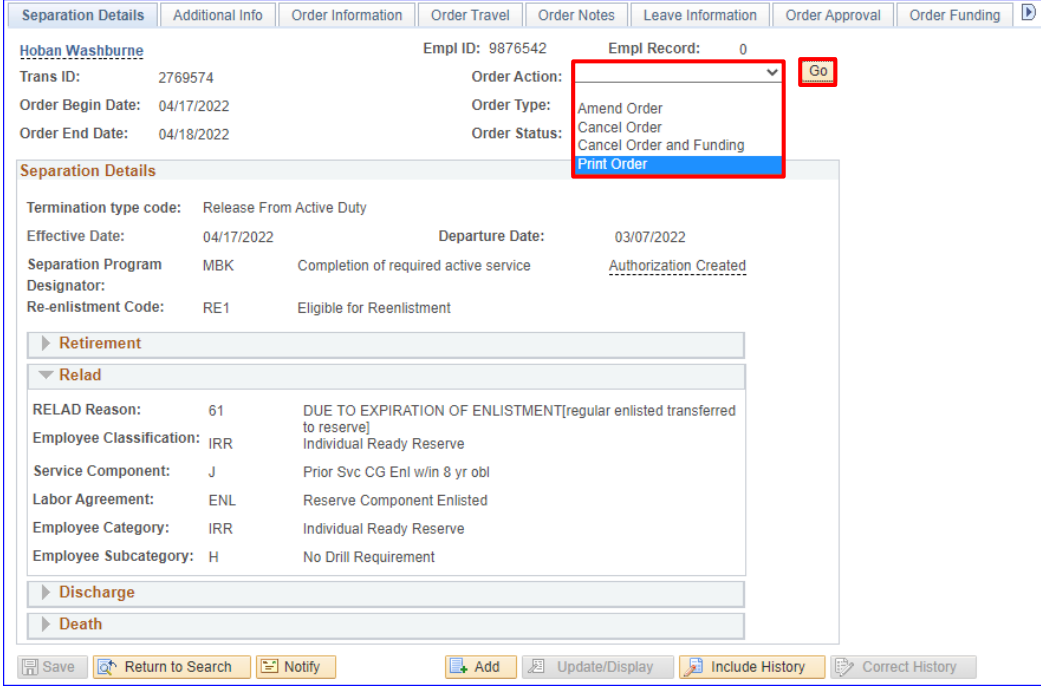

Procedures,  
continued

Step	Action
4	<p>The Order will open in a new tab.</p> <ul style="list-style-type: none"> <li>• If the <b>Authorization Created</b> link is active, click it to open the Order and skip to Step 6.</li> <li>• If the <b>Authorization Created</b> link is <b>not</b> active, continue to Step 5.</li> </ul>  <p>The screenshot shows a web interface with a navigation bar at the top containing tabs: Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, and Order Funding. The main content area displays details for employee Hoban Washburne (Empl ID: 9876542, Empl Record: 0). It includes fields for Trans ID (2769574), Order Begin Date (04/17/2022), Order End Date (04/18/2022), Order Action (dropdown menu), Order Type (Separation), and Order Status (Ready). A 'Go' button is next to the Order Action dropdown. Below this is a 'Separation Details' section with a table of information: Termination type code (Release From Active Duty), Effective Date (04/17/2022), Departure Date (03/07/2022), Separation Program (MBK), Designator, and Re-enlistment Code (RE1). A red box highlights the 'Authorization Created' link in the 'Separation Program' row. Further down are expandable sections for Retirement, Relad (with details like RELAD Reason: 61, Employee Classification: IRR, Service Component: J, Labor Agreement: ENL, Employee Category: IRR, Employee Subcategory: H), Discharge, and Death. At the bottom are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.</p>

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# Viewing/Printing Separation Orders, Continued

Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>Using the <b>Order Action</b> drop-down, select <b>Print Order</b> and click <b>Go</b>.</p> <p><b>NOTE:</b> If the Order Action drop-down is disabled or unavailable, attempt accessing it from the Order Audit tab. This may enable the Order Action drop-down.</p>  <p>The screenshot shows a web interface for a separation order. At the top, there are tabs: Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, and Order Funding. Below the tabs, the employee's name 'Hoban Washburne' is displayed along with 'Empl ID: 9876542' and 'Empl Record: 0'. A dropdown menu for 'Order Action' is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding, and Print Order (highlighted in blue). A 'Go' button is visible to the right of the dropdown. Below the dropdown, there are sections for 'Separation Details' (Termination type code: Release From Active Duty, Effective Date: 04/17/2022, Departure Date: 03/07/2022) and 'Retirement' details (RELAD Reason: 61, Employee Classification: IRR, etc.). At the bottom of the screenshot are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.</p>
<p><b>6</b></p>	<p>The Order (PDF) will open in a new tab.</p>  <p>The screenshot shows a 'STANDARD TRAVEL ORDER' form. At the top left is the U.S. Department of Homeland Security logo. The form includes fields for 'U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)', 'Empl ID: 9876542', 'Empl Record: 0', 'Hoban Washburne', 'AET2', 'M', and 'Issue Dt: 2022-01-12'. The 'Current Duty Station' is '000210 AIR STA DETROIT MI 49783'. Below this, it lists 'CG Trans ID: 2769574', 'Order Type: Separation', 'Order Status: Ready', 'Period of Travel: 2022-04-17 to 2022-04-18', and 'Rotation Dt:'. A section titled 'Travel Itinerary and Authorized Absences:' contains a table with columns: Date, Type, Duty/Leave, Days, Department, and Position. The table lists three entries: 2022-01-13 (Terminal Leave, 94 days), 2022-04-16 (Depart Separation), and 2022-04-17 (Report Separation). Below the table is a 'Departure/Arrival Travel Details:' section with 'Report To:' information (Department: 003333 PPC AT HOME SEP MBRS, Location: KS0001 CG UNITS-TOPEKA KS, Address: 444 SE QUINCY ST TOPEKA, KS 66683) and 'Est Report Date: 2022-04-17'. At the bottom, 'Travel &amp; Per Diem Details:' includes 'Primary Mode of Travel: Commercial Carrier (subj to reimbursement):' and 'Medical Travel/Escort: Authorized Private Owned Conveyance (POC):'.</p>