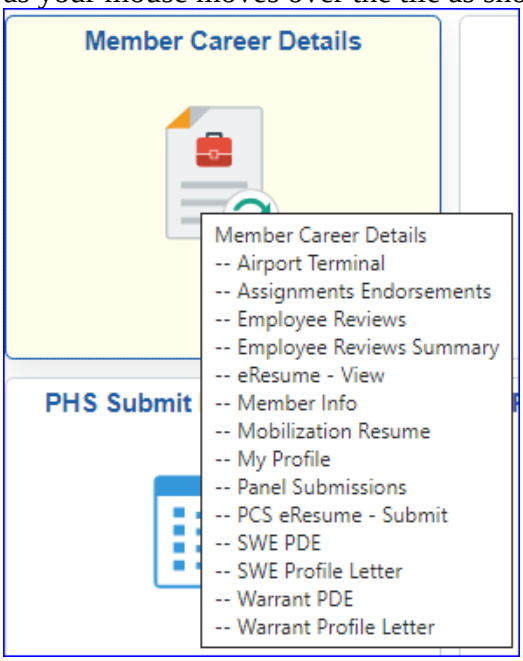
Airport Terminal

Introduction

This guide provides the procedures for you to access the Airport Terminal (to view your Orders) in Direct Access (DA).

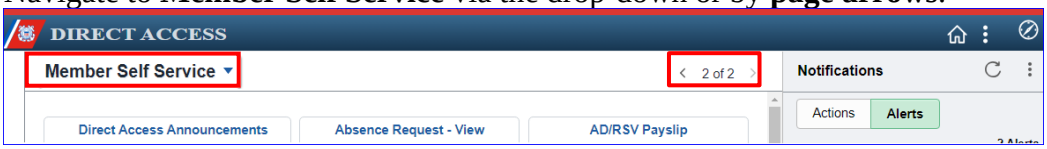
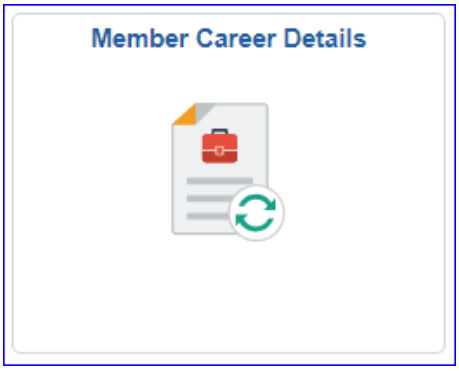
Changes to Direct Access Homepage

You will notice a change in how Direct Access displays upon login. There is a new "hover" feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by **page arrows**. 
2	Click on the **Member Career Details** tile. 

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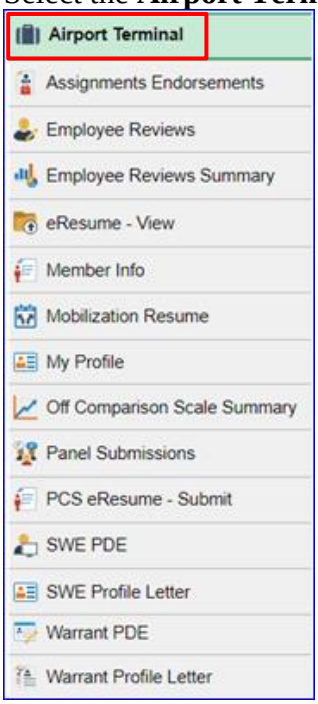
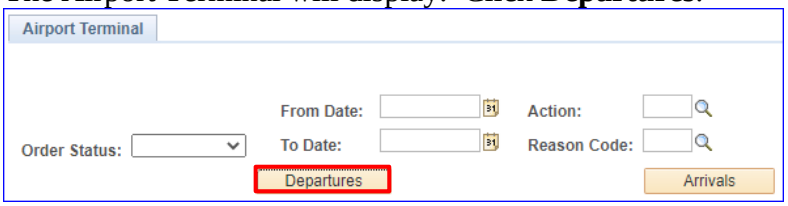
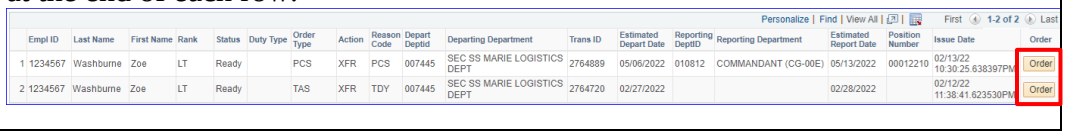
Airport Terminal, Continued

Procedures,
continued

Step	Action
3	Select the **Airport Terminal** option. 
4	The Airport Terminal will display. Click **Departures**. 
5	A list of any Orders will display. To view a set of Orders, click **Order** located at the end of each row.  Personalize | Find | View All | First 1-2 of 2 Last 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 1 | 1234567 | Washburne | Zoe | LT | Ready | | PCS | XFR | PCS | 007445 | SEC SS MARIE LOGISTICS DEPT | 2764889 | 05/06/2022 | 010812 | COMMANDANT (CG-00E) | 05/13/2022 | 00012210 | 02/13/22 10:30:25.638397PM | Order 2 | 1234567 | Washburne | Zoe | LT | Ready | | TAS | XFR | TDY | 007445 | SEC SS MARIE LOGISTICS DEPT | 2764720 | 02/27/2022 | | | 02/28/2022 | | 02/12/22 11:38:41.623530PM | Order

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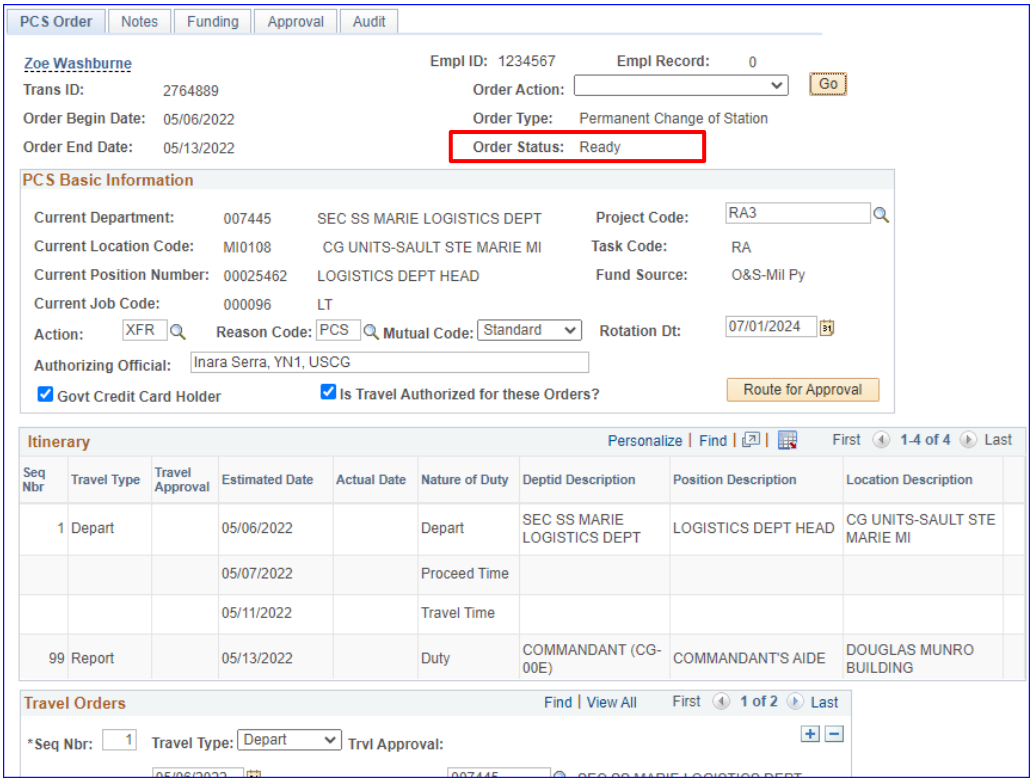
Airport Terminal, Continued

Procedures,
continued

Step	Action
6	The Order will open in a new tab. See the chart below to determine the status of the Order.



Order Status	Meaning
Authorized	**PCS/SEP** Order – Order has been created. **RSV** Order – Order has been authorized by DXR.
Cancelled	Orders have been cancelled.
En route	**PCS** Order – Member has departed old unit. **RSV** Order – Member has departed on orders.
Finished	**PCS** Order – Member has reported to new unit. **RSV** Order – All Actual Dates have been completed and approved. **SEP** Order – Order has run through the Orders Integration Process (Job row written).
Proposed	**RSV** Order has initially been created.
Ready	**PCS** Order – Order has been approved. **RSV** Order – Order is ready for the member to depart. **SEP** Order – Order has been approved. **TAS** Order – Order has been approved.