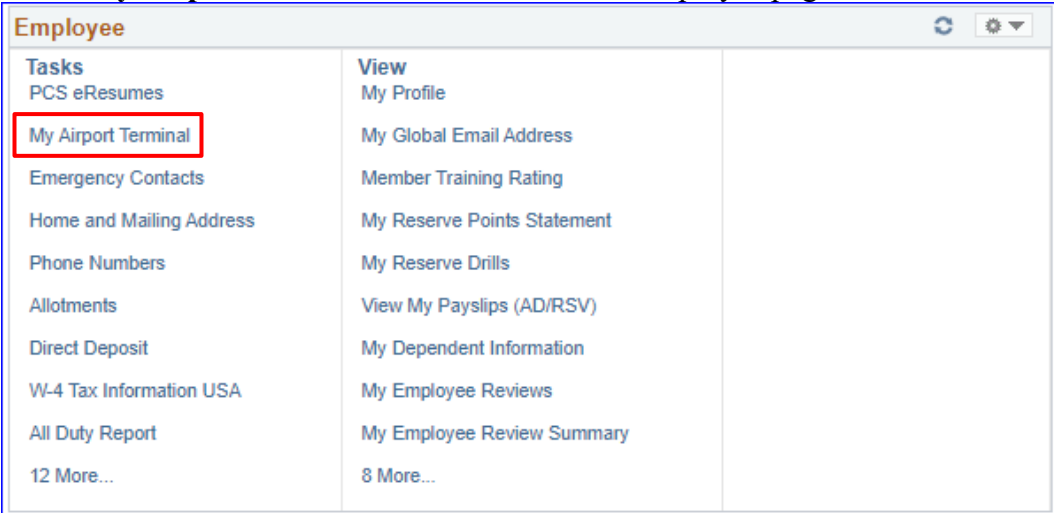
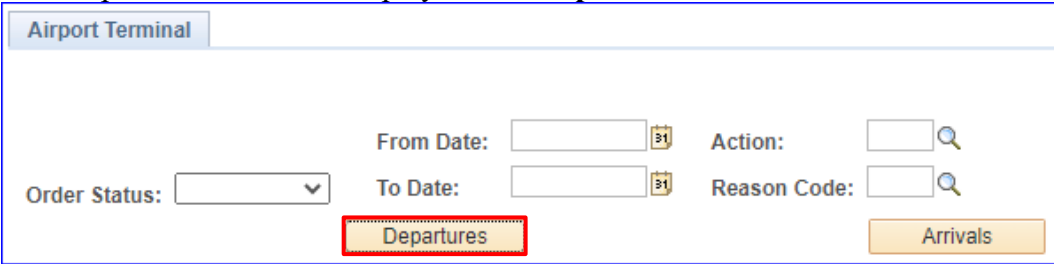
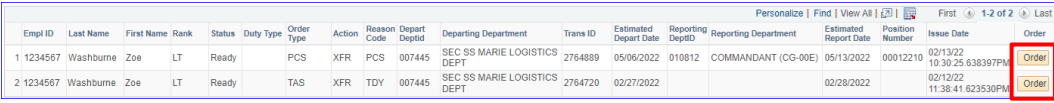


My Airport Terminal

Introduction This guide provides the procedures for a member to access My Airport Terminal (to view their Orders) in Direct Access (DA).

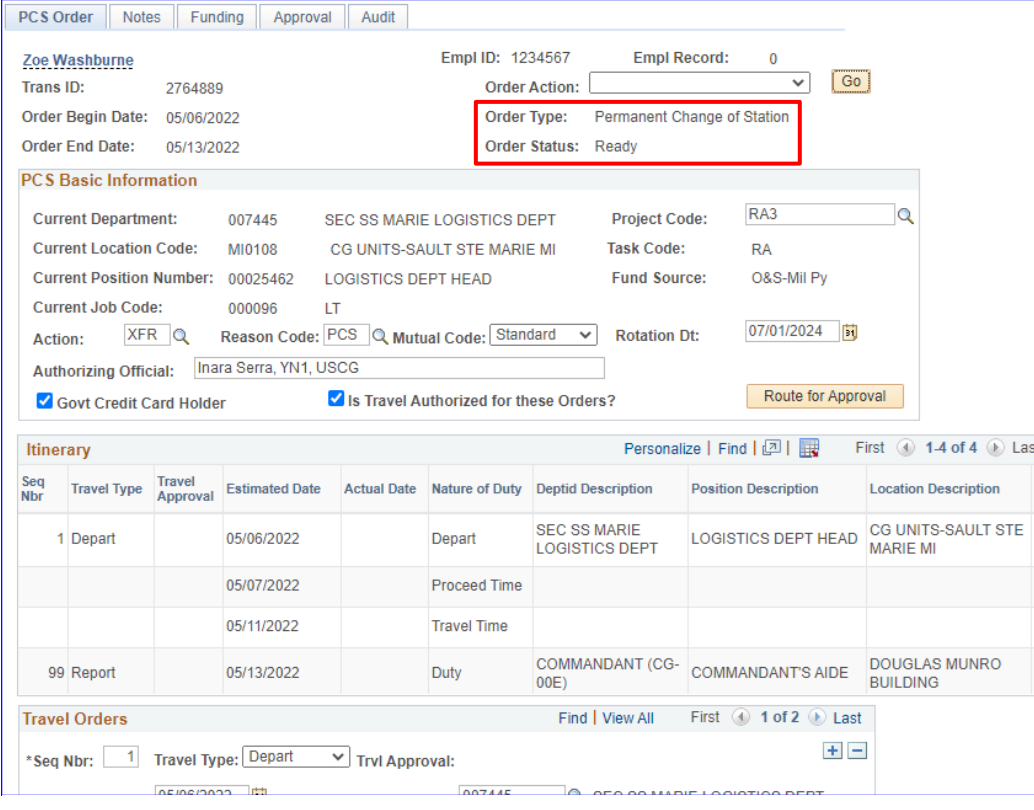
Procedures See below.

Step	Action																																																									
1	<p>Select My Airport Terminal under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a 'Tasks' column on the left and a 'View' column on the right. In the 'Tasks' column, 'My Airport Terminal' is highlighted with a red rectangular box. Other tasks listed include 'PCS eResumes', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'W-4 Tax Information USA', and 'All Duty Report'. The 'View' column contains options like 'My Profile', 'My Global Email Address', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Dependent Information', 'My Employee Reviews', and 'My Employee Review Summary'.</p>																																																									
2	<p>The Airport Terminal will display. Click Departures.</p>  <p>The screenshot shows the 'Airport Terminal' interface. It features a search bar at the top, an 'Order Status' dropdown menu, and filters for 'From Date', 'To Date', 'Action', and 'Reason Code'. At the bottom, there are two buttons: 'Departures' (highlighted with a red box) and 'Arrivals'.</p>																																																									
3	<p>A list of any Orders will display. To view a set of Orders, click Order located at the end of each row.</p>  <p>The screenshot shows a table of orders with the following columns: 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, and Order. The 'Order' column contains links for each row, which are highlighted with red boxes.</p> <table border="1" data-bbox="328 1514 1386 1615"> <thead> <tr> <th>Empl 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>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>1</td> <td>1234567</td> <td>Washburne</td> <td>Zoe</td> <td>LT</td> <td>Ready</td> <td>PCS</td> <td>XFR</td> <td>PCS</td> <td>007445</td> <td>SEC SS MARIE LOGISTICS DEPT</td> <td>2764889</td> <td>05/06/2022</td> <td>010812</td> <td>COMMANDANT (CG-00E)</td> <td>02/13/2022 10:30:25.638397PM</td> <td>00012210</td> <td>02/13/22 10:30:25.638397PM</td> <td>Order</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>Washburne</td> <td>Zoe</td> <td>LT</td> <td>Ready</td> <td>TAS</td> <td>XFR</td> <td>TDY</td> <td>007445</td> <td>SEC SS MARIE LOGISTICS DEPT</td> <td>2764720</td> <td>02/27/2022</td> <td></td> <td></td> <td>02/28/2022</td> <td></td> <td>02/12/22 11:38:41.623530PM</td> <td>Order</td> </tr> </tbody> </table>	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)	02/13/2022 10:30:25.638397PM	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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Continued on next page

My Airport Terminal, Continued

Procedures,
continued

Step	Action														
4	<p>The Order will open in a new tab. See the chart below to determine the status of the Order.</p>  <p>Order Status</p> <table border="1"> <thead> <tr> <th data-bbox="327 1310 576 1344">Order Status</th> <th data-bbox="576 1310 1364 1344">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1344 576 1435">Authorized</td> <td data-bbox="576 1344 1364 1435"> PCS/SEP Order – Order has been created RSV Order – Order has been authorized by DXR </td> </tr> <tr> <td data-bbox="327 1435 576 1480">Cancelled</td> <td data-bbox="576 1435 1364 1480">Orders have been cancelled</td> </tr> <tr> <td data-bbox="327 1480 576 1572">En route</td> <td data-bbox="576 1480 1364 1572"> PCS Order – Member has departed old unit RSV Order – Member has departed on orders </td> </tr> <tr> <td data-bbox="327 1572 576 1765">Finished</td> <td data-bbox="576 1572 1364 1765"> 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) </td> </tr> <tr> <td data-bbox="327 1765 576 1809">Proposed</td> <td data-bbox="576 1765 1364 1809">RSV Order has initially been created</td> </tr> <tr> <td data-bbox="327 1809 576 1966">Ready</td> <td data-bbox="576 1809 1364 1966"> 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 </td> </tr> </tbody> </table>	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
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