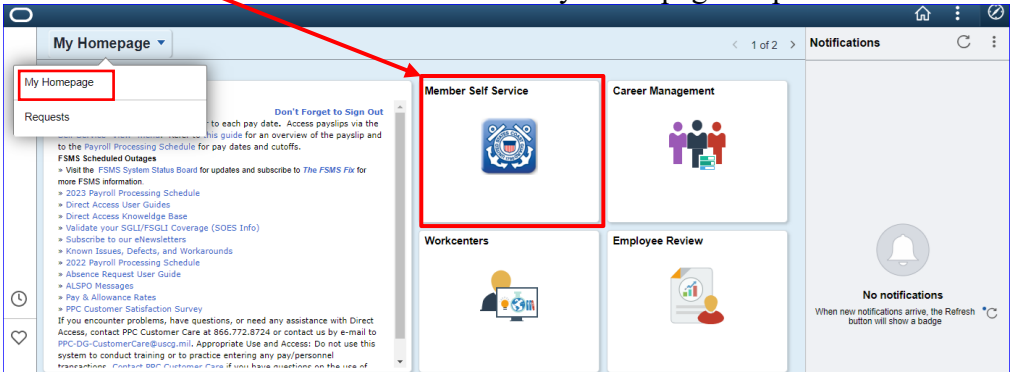
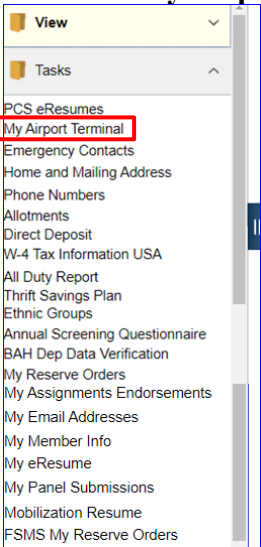
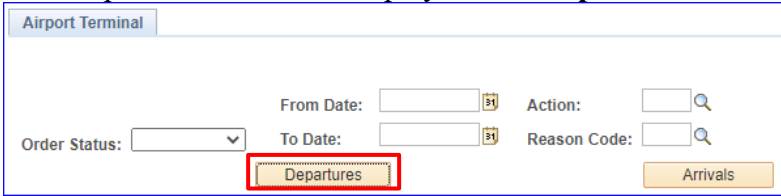
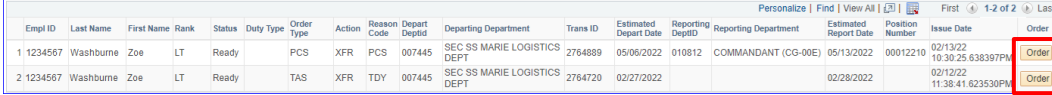


My Airport Terminal

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

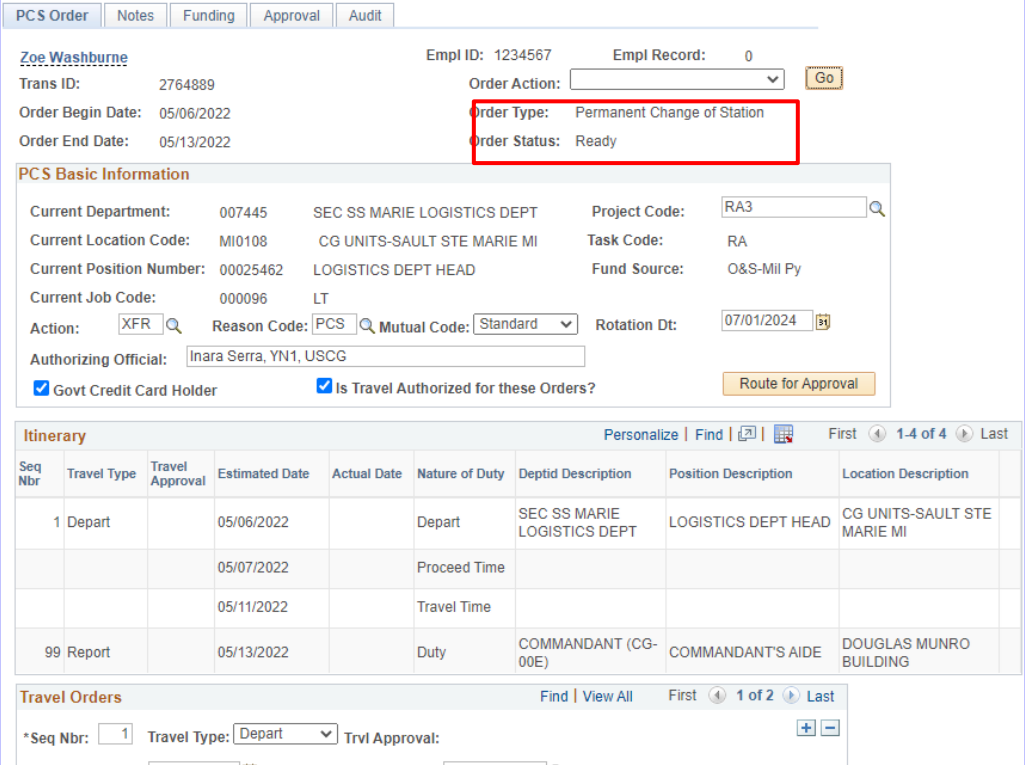
Procedures See below.

Step	Action																																																									
1	<p>Click on Member Self Service from the My Homepage drop-down.</p> 																																																									
1.5	<p>Select the My Airport Terminal option.</p> 																																																									
2	<p>The Airport Terminal will display. Click Departures.</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>  <table border="1"> <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>05/13/2022</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>02/19/22 11:38:41.823530PM</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)	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		02/19/22 11:38:41.823530PM	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 574 1344">Order Status</th> <th data-bbox="574 1310 1364 1344">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1344 574 1433">Authorized</td> <td data-bbox="574 1344 1364 1433"> PCS/SEP Order – Order has been created RSV Order – Order has been authorized by DXR </td> </tr> <tr> <td data-bbox="327 1433 574 1478">Cancelled</td> <td data-bbox="574 1433 1364 1478">Orders have been cancelled</td> </tr> <tr> <td data-bbox="327 1478 574 1568">En route</td> <td data-bbox="574 1478 1364 1568"> PCS Order – Member has departed old unit RSV Order – Member has departed on orders </td> </tr> <tr> <td data-bbox="327 1568 574 1758">Finished</td> <td data-bbox="574 1568 1364 1758"> 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 1758 574 1803">Proposed</td> <td data-bbox="574 1758 1364 1803">RSV Order has initially been created</td> </tr> <tr> <td data-bbox="327 1803 574 1960">Ready</td> <td data-bbox="574 1803 1364 1960"> 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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