

Separation Reports

Overview

Introduction This guide provides the procedures for running Separation Reports in Direct Access (DA).

- Report Information**
- **Separations by AD Term Date** – Run this report after every monthly finalize to search for members coming up on their Expected Active Duty Termination Date for timely execution of extensions/re-extensions, reenlistments or separations.
 - **Separation Request by Status** – Run this report to verify that a separation request has been initiated by Personnel Service Center (PSC) for a member.
 - **Separation Orders Extract** – Run this report to view separation orders for a specific date range.
 - **Separation Request Extract** – Run this report to view separation requests entered by PSC.
 - **Separations Summary Report** – Run this report to display a member's separation summary. If the member has multiple separations, they will all be listed.
 - **Separations 30-year Retirement** – Does not currently work.
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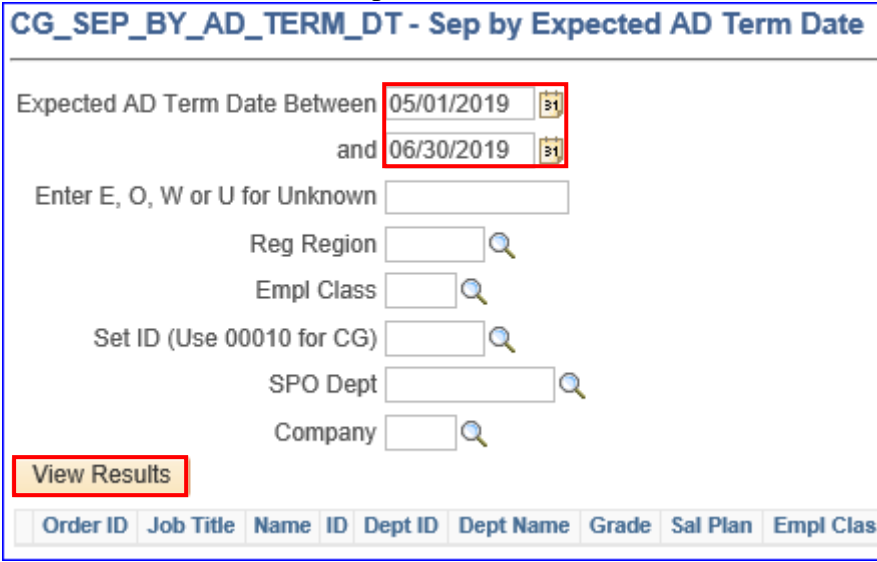
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Separations by AD Term Date

Introduction This section provides the procedures for running the Separations by Active Duty Termination Date report. This report should be run after every monthly finalize to identify members coming up on their Expected AD Termination Date.

Procedures See below.

Step	Action								
1	<p>Select Separation by AD Term Date from the Separations pagelet.</p>  <p>The screenshot shows a pagelet titled "Separations" with a table of options. The table has two columns. The first column lists various separation-related actions, and the second column lists the corresponding report names. The row "Separations By AD Term Date" is highlighted with a red border.</p> <table border="1"> <thead> <tr> <th>Separation Orders</th> <th>DD214 Form</th> </tr> </thead> <tbody> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separation Orders Extract</td> <td>Separations 30-year Retirement</td> </tr> </tbody> </table>	Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separation Orders Extract	Separations 30-year Retirement
Separation Orders	DD214 Form								
Separations Summary Report	Separation Requests by Status								
Separation Request Extract	Separations By AD Term Date								
Separation Orders Extract	Separations 30-year Retirement								
2	<p>Enter the Expected AD Term Date Between date and the and date. Entering additional search criteria is optional. Click View Results.</p>  <p>The screenshot shows a search form titled "CG_SEP_BY_AD_TERM_DT - Sep by Expected AD Term Date". It includes several input fields: "Expected AD Term Date Between" (with date 05/01/2019), "and" (with date 06/30/2019), "Enter E, O, W or U for Unknown", "Reg Region", "Empl Class", "Set ID (Use 00010 for CG)", "SPO Dept", and "Company". Each date field and the "View Results" button are highlighted with a red border. Below the form is a table header with columns: Order ID, Job Title, Name, ID, Dept ID, Dept Name, Grade, Sal Plan, Empl Class.</p>								

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Separations by AD Term Date, Continued

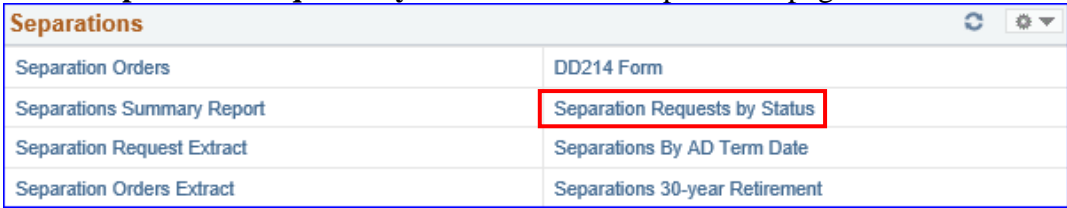
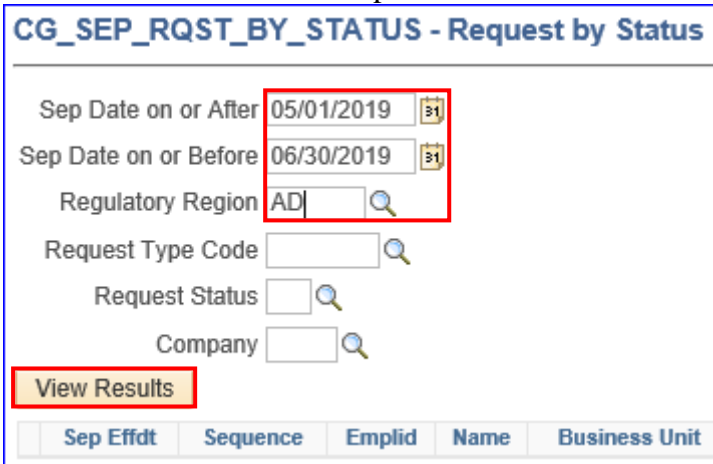
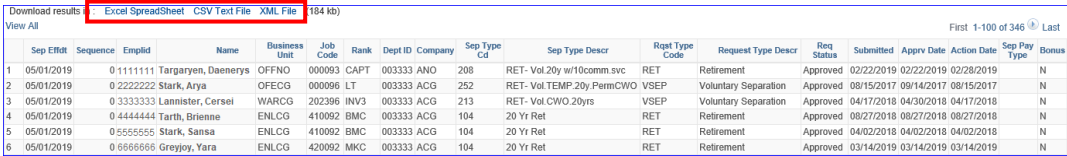
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continued

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3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Download results in Excel Spreadsheet CSV Text File XML File (465 kb)</p> <p style="text-align: right;">View All First 1-100 of 473 Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Order ID</th> <th>Job Title</th> <th>Name</th> <th>ID</th> <th>Dept ID</th> <th>Dept Name</th> <th>Grade</th> <th>Sal Plan</th> <th>Empl Class</th> <th>Company</th> <th>Exp AD Term Dt</th> <th>Exp Loss Dt</th> <th>Request Effdt</th> <th>Request Type Code</th> <th>Request Status</th> <th>Request Sep Type</th> <th>Request SPD</th> <th>Order Effdt</th> <th>Order Status</th> <th>Depart Dt</th> <th>Order Term Type Code</th> <th>Order SPD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>BM2 Naath, Missandel</td> <td>1111111</td> <td>002817</td> <td>PSC RPM-3 IRR</td> <td>E5</td> <td>ENL</td> 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Separation Requests by Status

Introduction This section provides the procedures for running the Separation Request by Status report.

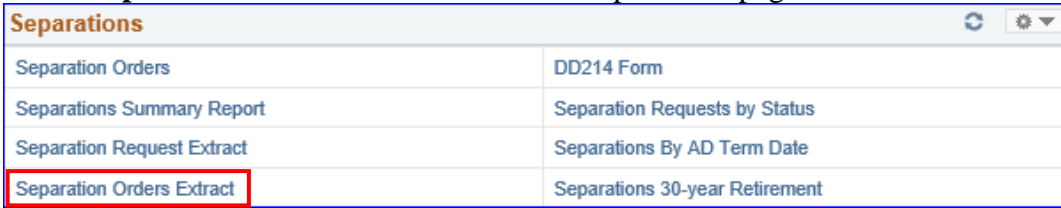
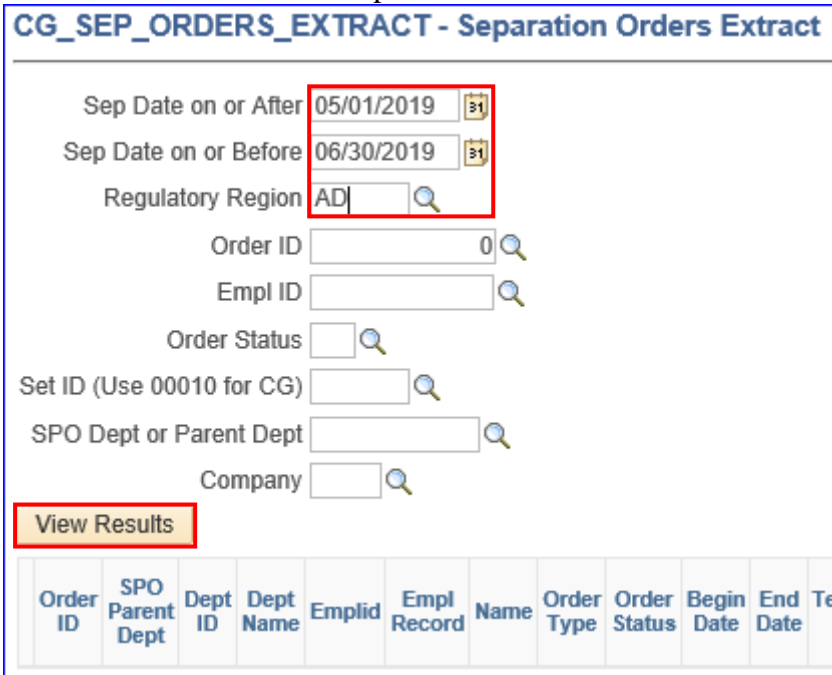
Procedures See below.

Step	Action																																																																																																																															
1	<p>Select Separation Requests by Status from the Separations pagelet.</p> 																																																																																																																															
2	<p>Enter the Sep Date on or after date and the Sep Date on or before date. Enter AD in the Regulatory Region field or select it from the lookup icon. Entering additional search criteria is optional. Click View Results.</p> 																																																																																																																															
3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p>  <table border="1"> <thead> <tr> <th>Sep Effdt</th> <th>Sequence</th> <th>Emplid</th> <th>Name</th> <th>Business Unit</th> <th>Job Code</th> <th>Rank</th> <th>Dept ID</th> <th>Company</th> <th>Sep Type Cd</th> <th>Sep Type Descr</th> <th>Rqst Type Code</th> <th>Request Type Descr</th> <th>Req Status</th> <th>Submitted</th> <th>Apprv Date</th> <th>Action Date</th> <th>Sep Pay Type</th> <th>Bonus</th> </tr> </thead> <tbody> <tr> <td>05/01/2019</td> <td>01111111</td> <td>Targaryen, Daenerys</td> <td>OFFNO</td> <td>000093</td> <td>CAPT</td> <td>003333</td> <td>ANO</td> <td>208</td> <td>RET-Vol 20yr w/10comm svc</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>02/22/2019</td> <td>02/22/2019</td> <td>03/28/2019</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>02222222</td> <td>Stark, Arya</td> <td>OFFCO</td> <td>000096</td> <td>LT</td> <td>003333</td> <td>ACG</td> <td>252</td> <td>RET-Vol TEMP 20yr PermCWO</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>08/15/2017</td> <td>09/14/2017</td> <td>08/15/2017</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>03333333</td> <td>Lannister, Cersai</td> <td>WARCO</td> <td>202396</td> <td>INV3</td> <td>003333</td> <td>ACG</td> <td>213</td> <td>RET-Vol CWO 20yrs</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>04/17/2018</td> <td>04/30/2018</td> <td>04/17/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>04444444</td> <td>Tarth, Brienne</td> <td>ENLCO</td> <td>410092</td> <td>BMC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>08/27/2018</td> <td>08/27/2018</td> <td>08/27/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>05555555</td> <td>Stark, Sansa</td> <td>ENLCO</td> <td>410092</td> <td>BMC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>04/02/2018</td> <td>04/02/2018</td> <td>04/02/2018</td> <td></td> <td>N</td> </tr> <tr> <td>05/01/2019</td> <td>06666666</td> <td>Greyjoy, Yara</td> <td>ENLCO</td> <td>420092</td> <td>MKC</td> <td>003333</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>03/14/2019</td> <td>03/14/2019</td> <td>03/14/2019</td> <td></td> <td>N</td> </tr> </tbody> </table>	Sep Effdt	Sequence	Emplid	Name	Business Unit	Job Code	Rank	Dept ID	Company	Sep Type Cd	Sep Type Descr	Rqst Type Code	Request Type Descr	Req Status	Submitted	Apprv Date	Action Date	Sep Pay Type	Bonus	05/01/2019	01111111	Targaryen, Daenerys	OFFNO	000093	CAPT	003333	ANO	208	RET-Vol 20yr w/10comm svc	RET	Retirement	Approved	02/22/2019	02/22/2019	03/28/2019		N	05/01/2019	02222222	Stark, Arya	OFFCO	000096	LT	003333	ACG	252	RET-Vol TEMP 20yr PermCWO	VSEP	Voluntary Separation	Approved	08/15/2017	09/14/2017	08/15/2017		N	05/01/2019	03333333	Lannister, Cersai	WARCO	202396	INV3	003333	ACG	213	RET-Vol CWO 20yrs	VSEP	Voluntary Separation	Approved	04/17/2018	04/30/2018	04/17/2018		N	05/01/2019	04444444	Tarth, Brienne	ENLCO	410092	BMC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	08/27/2018	08/27/2018	08/27/2018		N	05/01/2019	05555555	Stark, Sansa	ENLCO	410092	BMC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	04/02/2018	04/02/2018	04/02/2018		N	05/01/2019	06666666	Greyjoy, Yara	ENLCO	420092	MKC	003333	ACG	104	20 Yr Ret	RET	Retirement	Approved	03/14/2019	03/14/2019	03/14/2019		N
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Separation Orders Extract

Introduction This section provides the procedures for running the Separation Orders Extract report.

Procedures See below.

Step	Action
1	<p>Select Separation Orders Extract from the Separations pagelet.</p> 
2	<p>Enter the Sep Date on or after date and the Sep Date on or before date. Enter AD in the Regulatory Region field or select it from the lookup icon. Entering additional search criteria is optional.. Click View Results.</p> 

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Separation Orders Extract, Continued

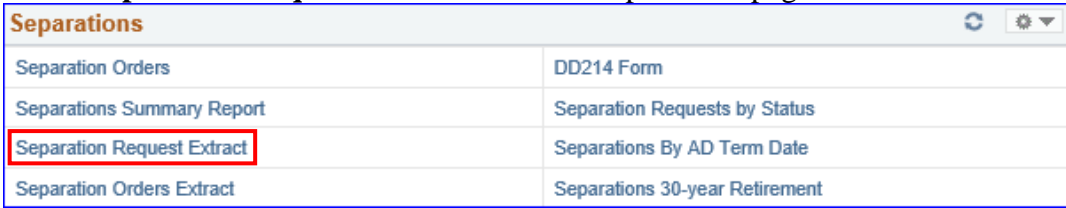
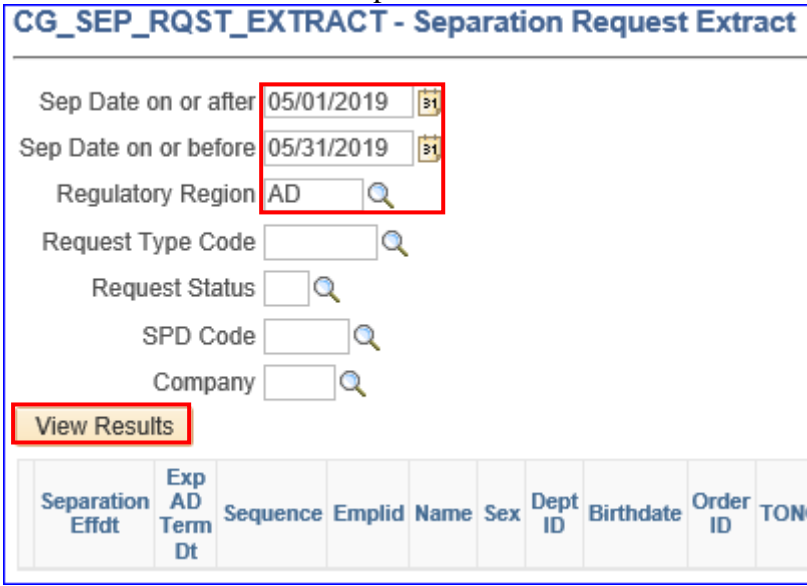
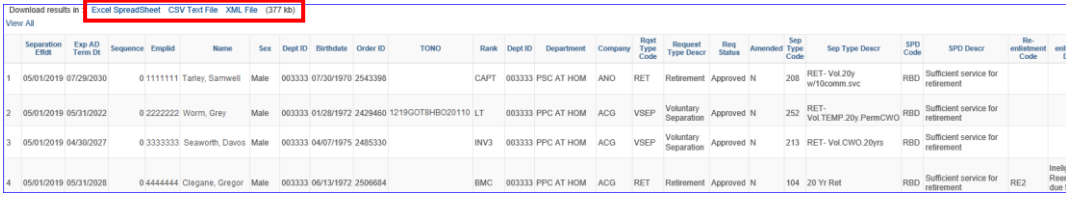
Procedures,
continued

Step	Action																																																																																																																																																						
3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (1583 kb)</p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order ID</th> <th>SPO Parent Dept</th> <th>Dept ID</th> <th>Dept Name</th> <th>Empid</th> <th>Empl Record</th> <th>Name</th> <th>Order Type</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Termination Date</th> <th>Termination Type Code</th> <th>Depart Dt</th> <th>Terminal Leave Begin Dt</th> <th>SPO</th> <th>SPO Descr</th> <th>Re-employment Code</th> <th>Re-employment Descr</th> <th>Retirement Authorization</th> <th>Retirement Auth Descr</th> <th>RE LAD Reason</th> <th>Retired Reason Descr</th> <th>Job Code</th> <th>Co</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2297545</td> <td>042030</td> <td>044224</td> <td></td> <td>1111111</td> <td>0 Snow, Jon</td> <td>Sep</td> <td>Cancelled</td> <td>06/01/2019</td> <td>06/02/2019</td> <td>06/01/2019</td> <td>Retirement/Resume Retirement</td> <td>05/31/2019</td> <td></td> <td>RBC</td> <td>Maximum service or time in grade</td> <td>RE2</td> <td>Ineligible for Reemployment due to Retirement</td> <td>1</td> <td>ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]</td> <td></td> <td></td> <td>424094</td> <td>AC</td> </tr> <tr> <td>2</td> <td>2297561</td> <td>042191</td> <td>000408</td> <td></td> <td>2222222</td> <td>0 Ciegane, Sandor</td> <td>Sep</td> <td>Cancelled</td> <td>06/01/2019</td> <td>06/02/2019</td> <td>06/01/2019</td> <td>Retirement/Resume Retirement</td> <td>05/31/2019</td> <td></td> <td>RBC</td> <td>Maximum service or time in grade</td> <td>RE2</td> <td>Ineligible for Reemployment due to Retirement</td> <td>1</td> <td>ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]</td> <td></td> <td></td> <td>420094</td> <td>AC</td> </tr> <tr> <td>3</td> <td>2297573</td> <td>038079</td> <td>006251</td> <td></td> <td>3333333</td> <td>0 Lannister, Tylon</td> <td>Sep</td> <td>Ready</td> <td>06/01/2019</td> <td>06/02/2019</td> <td>06/01/2019</td> <td>Retirement/Resume Retirement</td> <td>03/22/2019</td> <td></td> <td>RBC</td> <td>Maximum service or time in grade</td> <td>RE2</td> <td>Ineligible for Reemployment due to Retirement</td> <td>1</td> <td>ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]</td> <td></td> <td></td> <td>420094</td> <td>AC</td> </tr> <tr> <td>4</td> <td>2297587</td> <td>002420</td> <td>045402</td> <td></td> <td>4444444</td> <td>0 Lannister, Jaime</td> <td>Sep</td> <td>Ready</td> <td>06/01/2019</td> <td>06/02/2019</td> <td>06/01/2019</td> <td>Retirement/Resume Retirement</td> <td>03/01/2019</td> <td></td> <td>RBC</td> <td>Maximum service or time in grade</td> <td>RE2</td> <td>Ineligible for Reemployment due to Retirement</td> <td>1</td> <td>ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS</td> <td></td> <td></td> <td>452594</td> <td>AC</td> </tr> </tbody> </table>																										Order ID	SPO Parent Dept	Dept ID	Dept Name	Empid	Empl Record	Name	Order Type	Order Status	Begin Date	End Date	Termination Date	Termination Type Code	Depart Dt	Terminal Leave Begin Dt	SPO	SPO Descr	Re-employment Code	Re-employment Descr	Retirement Authorization	Retirement Auth Descr	RE LAD Reason	Retired Reason Descr	Job Code	Co	1	2297545	042030	044224		1111111	0 Snow, Jon	Sep	Cancelled	06/01/2019	06/02/2019	06/01/2019	Retirement/Resume Retirement	05/31/2019		RBC	Maximum service or time in grade	RE2	Ineligible for Reemployment due to Retirement	1	ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]			424094	AC	2	2297561	042191	000408		2222222	0 Ciegane, Sandor	Sep	Cancelled	06/01/2019	06/02/2019	06/01/2019	Retirement/Resume Retirement	05/31/2019		RBC	Maximum service or time in grade	RE2	Ineligible for Reemployment due to Retirement	1	ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]			420094	AC	3	2297573	038079	006251		3333333	0 Lannister, Tylon	Sep	Ready	06/01/2019	06/02/2019	06/01/2019	Retirement/Resume Retirement	03/22/2019		RBC	Maximum service or time in grade	RE2	Ineligible for Reemployment due to Retirement	1	ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 USC 355]			420094	AC	4	2297587	002420	045402		4444444	0 Lannister, Jaime	Sep	Ready	06/01/2019	06/02/2019	06/01/2019	Retirement/Resume Retirement	03/01/2019		RBC	Maximum service or time in grade	RE2	Ineligible for Reemployment due to Retirement	1	ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS			452594	AC
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Separation Request Extract

Introduction This section provides the procedures for running the Separation Request Extract report.

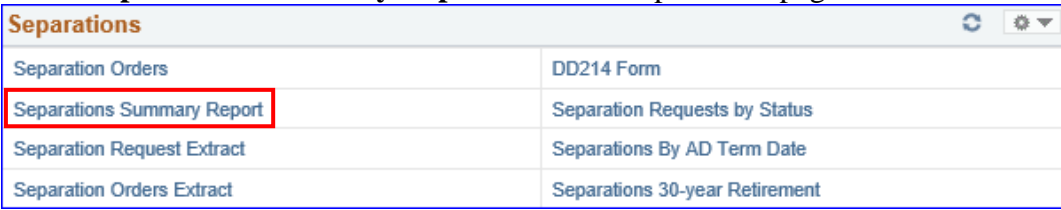

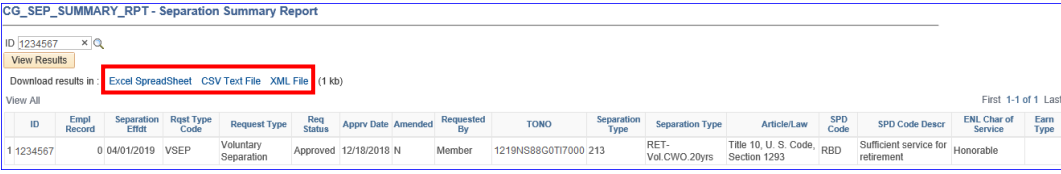
Procedures See below.

Step	Action																																																																																																																								
1	<p>Select Separation Request Extract from the Separations pagelet.</p> 																																																																																																																								
2	<p>Enter the Sep Date on or after date and the Sep Date on or before date. Enter AD in the Regulatory Region field or select it from the lookup icon. Entering additional search criteria is optional. Click View Results.</p> 																																																																																																																								
3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p>  <table border="1"> <thead> <tr> <th>Separation EBSD</th> <th>Exp AD Term Dt</th> <th>Sequence</th> <th>Emplid</th> <th>Name</th> <th>Sex</th> <th>Dept ID</th> <th>Birthdate</th> <th>Order ID</th> <th>TONO</th> <th>Rank</th> <th>Dept ID</th> <th>Department</th> <th>Company</th> <th>Rpt Type Code</th> <th>Request Type Descr</th> <th>Req Status</th> <th>Amended</th> <th>Sep Type Code</th> <th>Sep Type Descr</th> <th>SPD Code</th> <th>SPD Descr</th> <th>Re-employment Code</th> <th>with D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/01/2019 07/29/2030</td> <td>0 11111111</td> <td>Tanley, Samwell</td> <td>Male</td> <td>003333</td> <td>07/30/1970</td> <td>2543398</td> <td></td> <td></td> <td>CAPT</td> <td>003333</td> <td>PSC AT HOM</td> <td>ANO</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>N</td> <td>208</td> <td>RET- Vol 20y w/10comm.svc</td> <td>RBD</td> <td>Sufficient service for retirement</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>05/01/2019 05/31/2022</td> <td>0 22222222</td> <td>Worm, Grey</td> <td>Male</td> <td>003333</td> <td>01/28/1972</td> <td>2429460</td> <td>1219G0TBHRC020110</td> <td>LT</td> <td></td> <td>003333</td> <td>PPC AT HOM</td> <td>ACG</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>N</td> <td>252</td> <td>RET- Vol.TEMP.20y/PermCWO</td> <td>RBD</td> <td>Sufficient service for retirement</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>05/01/2019 04/30/2027</td> <td>0 33333333</td> <td>Seaworth, Davis</td> <td>Male</td> <td>003333</td> <td>04/07/1975</td> <td>2485330</td> <td></td> <td></td> <td>INV3</td> <td>003333</td> <td>PPC AT HOM</td> <td>ACG</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>N</td> <td>213</td> <td>RET- Vol CWO 20yrs</td> <td>RBD</td> <td>Sufficient service for retirement</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>05/01/2019 05/31/2028</td> <td>0 44444444</td> <td>Clepane, Gregor</td> <td>Male</td> <td>003333</td> <td>05/13/1972</td> <td>2506684</td> <td></td> <td></td> <td>BMC</td> <td>003333</td> <td>PPC AT HOM</td> <td>ACG</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>N</td> <td>104</td> <td>20 Yr Ret</td> <td>RBD</td> <td>Sufficient service for retirement</td> <td>RE2</td> <td>Inelig Prior exit</td> </tr> </tbody> </table>	Separation EBSD	Exp AD Term Dt	Sequence	Emplid	Name	Sex	Dept ID	Birthdate	Order ID	TONO	Rank	Dept ID	Department	Company	Rpt Type Code	Request Type Descr	Req Status	Amended	Sep Type Code	Sep Type Descr	SPD Code	SPD Descr	Re-employment Code	with D	1	05/01/2019 07/29/2030	0 11111111	Tanley, Samwell	Male	003333	07/30/1970	2543398			CAPT	003333	PSC AT HOM	ANO	RET	Retirement	Approved	N	208	RET- Vol 20y w/10comm.svc	RBD	Sufficient service for retirement			2	05/01/2019 05/31/2022	0 22222222	Worm, Grey	Male	003333	01/28/1972	2429460	1219G0TBHRC020110	LT		003333	PPC AT HOM	ACG	VSEP	Voluntary Separation	Approved	N	252	RET- Vol.TEMP.20y/PermCWO	RBD	Sufficient service for retirement			3	05/01/2019 04/30/2027	0 33333333	Seaworth, Davis	Male	003333	04/07/1975	2485330			INV3	003333	PPC AT HOM	ACG	VSEP	Voluntary Separation	Approved	N	213	RET- Vol CWO 20yrs	RBD	Sufficient service for retirement			4	05/01/2019 05/31/2028	0 44444444	Clepane, Gregor	Male	003333	05/13/1972	2506684			BMC	003333	PPC AT HOM	ACG	RET	Retirement	Approved	N	104	20 Yr Ret	RBD	Sufficient service for retirement	RE2	Inelig Prior exit
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Separations Summary Report

Introduction This section provides the procedures for running the Separation Summary Report. To view or print a separation Request/Authorization, see the [Airport Terminal](#) user guide.

Procedures See below.

Step	Action																																		
1	<p>Select Separations Summary Report from the Separations pagelet.</p> 																																		
2	<p>Enter the employee ID and click View Results.</p> 																																		
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