

# 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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### Contents

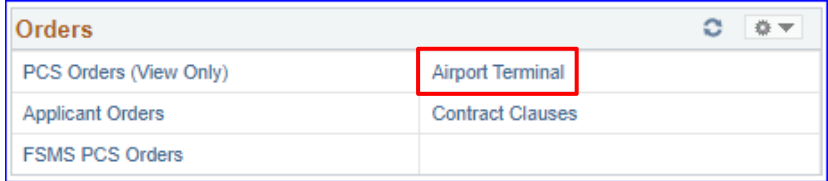
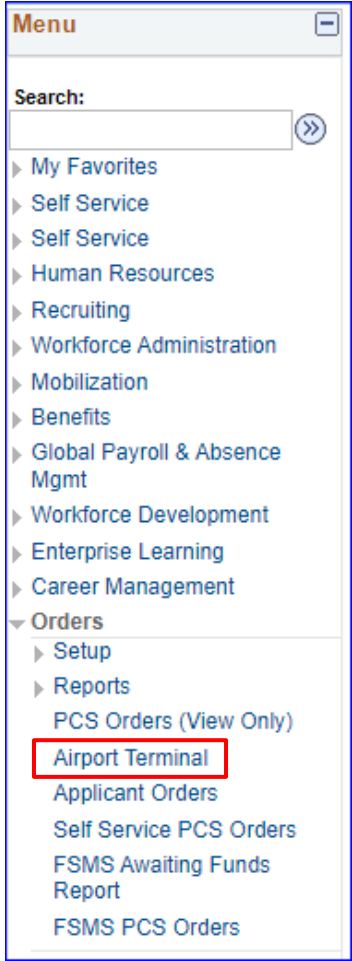
Topic	See Page
<a href="#">Accessing the Airport Terminal</a>	2
<a href="#">Viewing/Printing Separation Orders</a>	6

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# Accessing the Airport Terminal

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

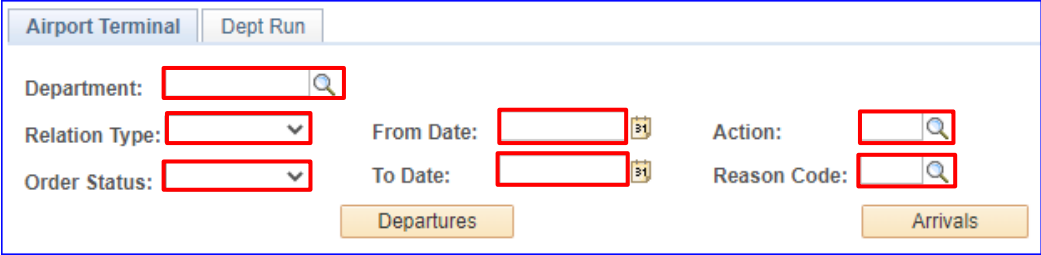
**Procedures** See below.

Step	Action
1	<p>There are two ways to access the Airport Terminal:</p> <p>1. Select <b>Airport Terminal</b> from the Orders pagelet.</p>  <p>2. From the Menu, select <b>Orders &gt; Airport Terminal</b>.</p> 

*Continued on next page*

## Accessing the Airport Terminal, Continued

Procedures,  
continued

Step	Action																												
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## Accessing the Airport Terminal, Continued

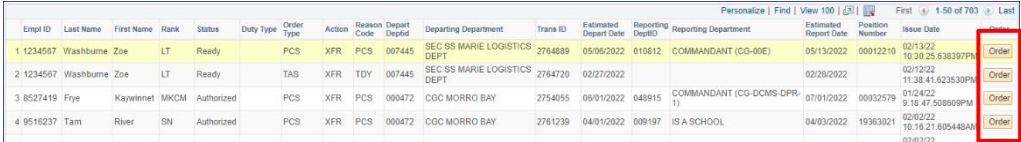
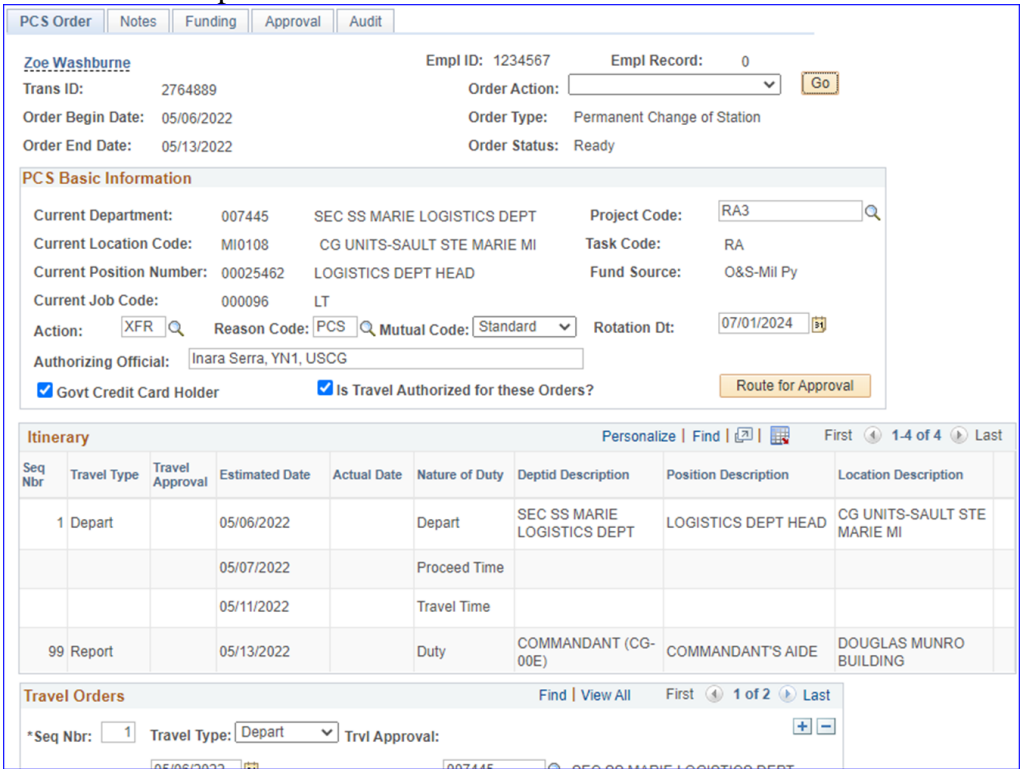
Procedures,  
continued

Step 3 (cont.)	<table><tr><th>Field</th><th colspan="2">Description</th></tr><tr><td>From/To Date</td><td colspan="2">Select a date range to narrow the search results (optional)</td></tr><tr><td rowspan="4">Action</td><td>Code</td><td>Meaning</td></tr><tr><td>RWP</td><td>Retirement with pay</td></tr><tr><td>TER</td><td>Termination</td></tr><tr><td>XFR</td><td>Transfer</td></tr><tr><td rowspan="12">Reason Code</td><td>Code</td><td>Meaning</td></tr><tr><td>DEA</td><td>Death</td></tr><tr><td>DPT</td><td>Departing Endorsement</td></tr><tr><td>DSC</td><td>Discharge</td></tr><tr><td>EXT</td><td>Extension</td></tr><tr><td>FLT</td><td>Fleet Up</td></tr><tr><td>PCS</td><td>Permanent Change of Station</td></tr><tr><td>RES</td><td>Resignation</td></tr><tr><td>RLD</td><td>Release from Active Duty (RELAD)</td></tr><tr><td>RSV</td><td>Reserve</td></tr><tr><td>RWP</td><td>Retirement with pay</td></tr><tr><td>SEP</td><td>Separation</td></tr><tr><td>TDY</td><td>Temporary Duty</td></tr></table>	Field	Description		From/To Date	Select a date range to narrow the search results (optional)		Action	Code	Meaning	RWP	Retirement with pay	TER	Termination	XFR	Transfer	Reason Code	Code	Meaning	DEA	Death	DPT	Departing Endorsement	DSC	Discharge	EXT	Extension	FLT	Fleet Up	PCS	Permanent Change of Station	RES	Resignation	RLD	Release from Active Duty (RELAD)	RSV	Reserve	RWP	Retirement with pay	SEP	Separation	TDY	Temporary Duty
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4	<p>Once all the appropriate fields have been completed, click <b>Departures</b> or <b>Arrivals</b>.</p> <div><div><div>Airport Terminal</div><div>Dept Run</div></div><div><div>Department: 046733</div><div>Relation Type: HRS</div><div>Order Status:</div><div>From Date: 01/01/2022</div><div>To Date: 06/30/2022</div><div>Action:</div><div>Reason Code:</div></div><div><div>Departures</div><div>Arrivals</div></div></div>																																										

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## Accessing the Airport Terminal, Continued

Procedures,  
continued

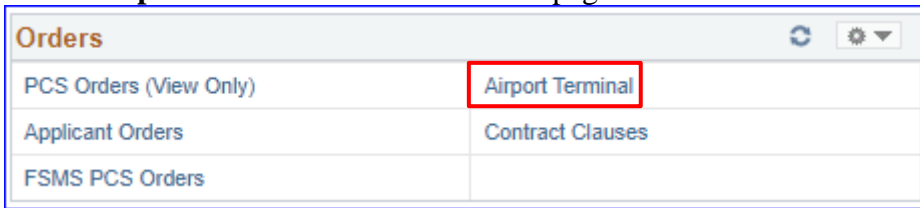
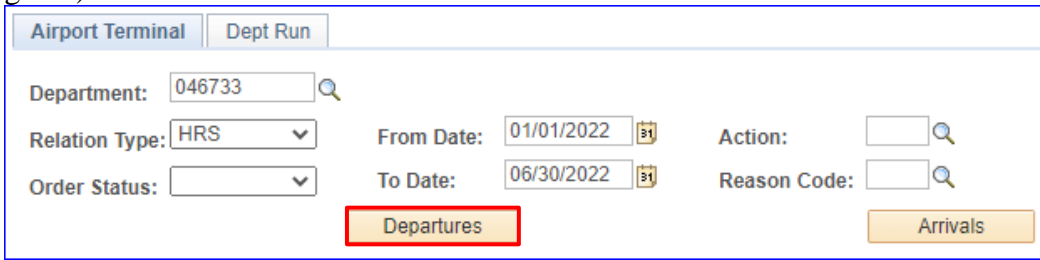

Step	Action
5	<p>All Orders matching the Search Criteria entered in Step 4 will display. To view a specific set of Orders, click the <b>Order</b> button located at the end of the row.</p> 
6	<p>The Order will open in a new tab.</p> 

## 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.

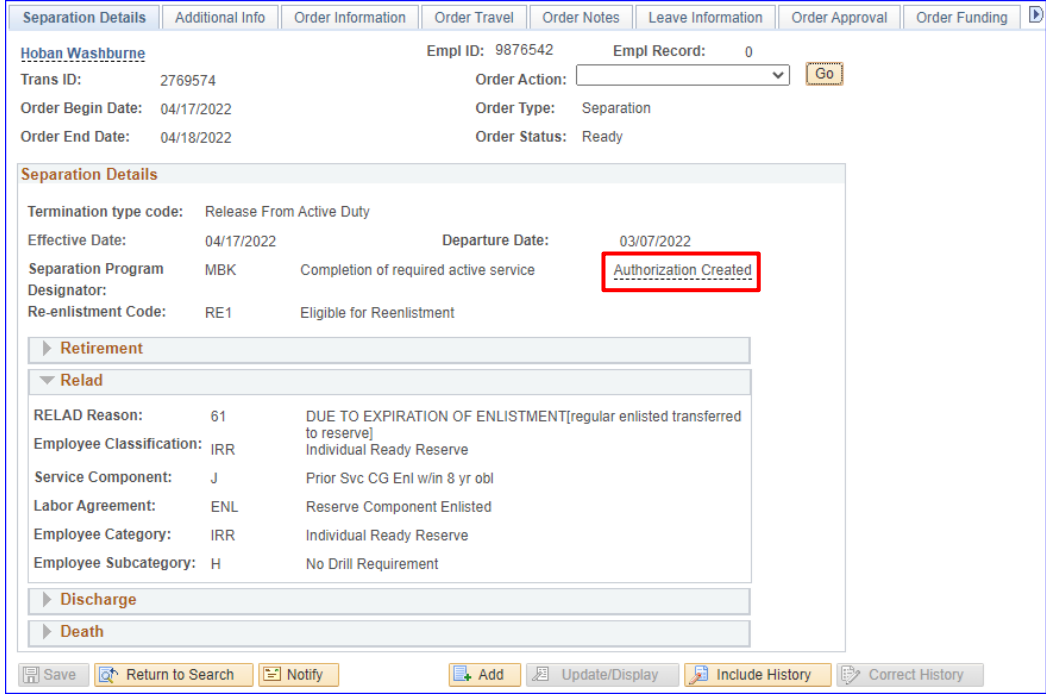
**Procedures** See below.

Step	Action
1	<p>Select <b>Airport Terminal</b> from the Orders pagelet.</p> 
2	<p><b>Complete</b> each field as appropriate, then click <b>Departures</b>. (For a description of each field, see Step 3 of the <a href="#">Accessing the Airport Terminal</a> section of this guide).</p> 
3	<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> 

*Continued on next page*

## 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> 

*Continued on next page*

## Viewing/Printing Separation Orders, Continued

Procedures,  
continued

Step

5

Action

Using the **Order Action** drop-down, select Print Order and click **Go**.

NOTE: 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.

Separation DetailsAdditional InfoOrder InformationOrder TravelOrder NotesLeave InformationOrder ApprovalOrder Funding

Hoban WashburneEmpl ID: 9876542Empl Record: 0

Trans ID: 2769574Order Action:Order Type:Order Status:

Amend OrderCancel OrderCancel Order and FundingPrint Order

Go

Separation Details

Termination type code: Release From Active Duty

Effective Date: 04/17/2022Departure Date: 03/07/2022

Separation Program MBKCompletion of required active serviceAuthorization Created

Designator:

Re-enlistment Code: RE1Eligible for Reenlistment

Retirement

Relad

RELAD Reason: 61DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]

Employee Classification: IRRIndividual Ready Reserve

Service Component: JPrior Svc CG Enl w/in 8 yr obl

Labor Agreement: ENLReserve Component Enlisted

Employee Category: IRRIndividual Ready Reserve

Employee Subcategory: HNo Drill Requirement

Discharge

Death

SaveReturn to SearchNotifyAddUpdate/DisplayInclude HistoryCorrect History

6

The Order (PDF) will open in a new tab.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)

STANDARD TRAVEL ORDER

Issue Dt: 2022-01-12

9876542 0Hoban Washburne AET2 MCG

Current Duty Station: 000210 AIR STA DETROIT MI 49783

CG Trans ID: 2769574Order Type: Separation

Order Status: ReadyPeriod of Travel: 2022-04-17 to 2022-04-18

Rotation Dt:Govt. Credit Card Holder:

Travel Itinerary and Authorized Absences:

Date	Type	Duty/Leave	Days	Department	Position
2022-01-13		Terminal Leave INCONUS	94		
2022-04-16	Depart	Separation		007443 SEC SS MARIE CMD CENTER	00034143 OPS UNIT
2022-04-17	Report	Separation		003333 PPC AT HOME SEP MBRS	

Departure/Arrival Travel Details:

Report To:

Department: 003333 PPC AT HOME SEP MBRS

Location: KS0001 CG UNITS-TOPEKA KS

Address: 444 SE QUINCY ST  
TOPEKA, KS 66683

Est Report Date: 2022-04-17

Position:

Nature of Duty: Separation

Revisit:

Travel & Per Diem Details:

Primary Mode of Travel:

Commercial Carrier (subj to reimbursement):

Authorized Private Owned Conveyance (POC):

Medical Travel/Escort:

Remain Overnight