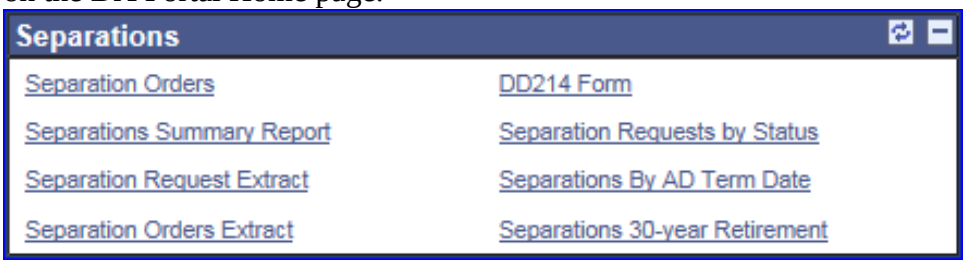
Separation Reports

Overview

Introduction

All of the Separation Reports can be accessed from the Separations Pagelet on the DA Portal Home page.



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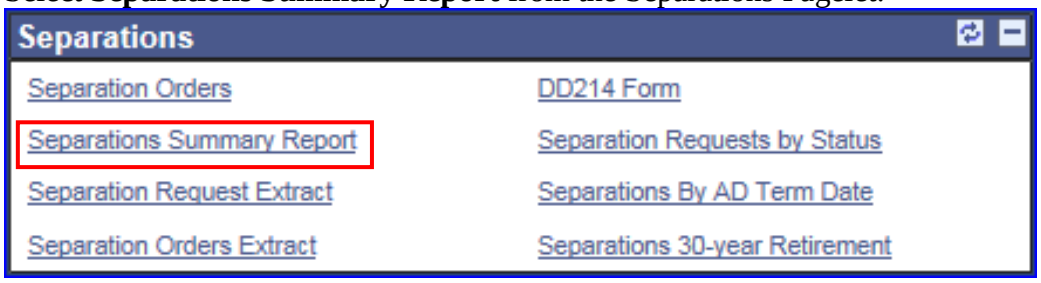
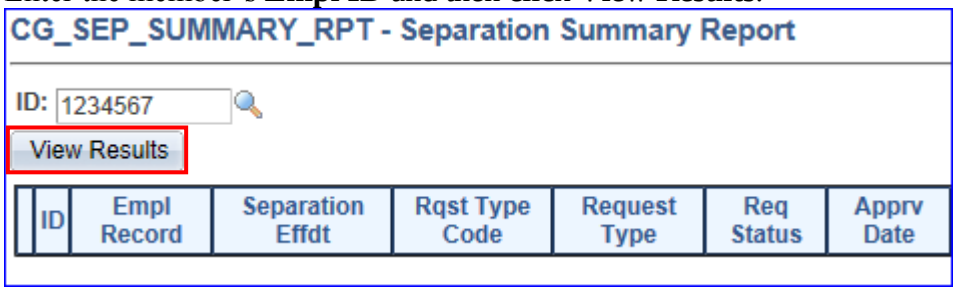
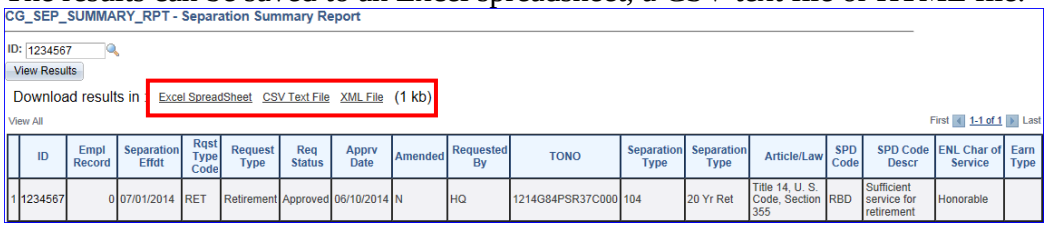
Separation Summary Report

Introduction

This report displays a member's Separation Summary. If the member has multiple separations, they will all be listed. To view or print a Separation Request/Authorization, see the Airport Terminal user guide.

Procedures

Follow the steps below to run a Separation Summary Report on a member.

Step	Action
1	Select **Separations Summary Report** from the Separations Pagelet. 
2	Enter the member's **Empl ID** and then click **View Results**. 
3	The results can be saved to an Excel spreadsheet, a CSV text file or HTML file. 

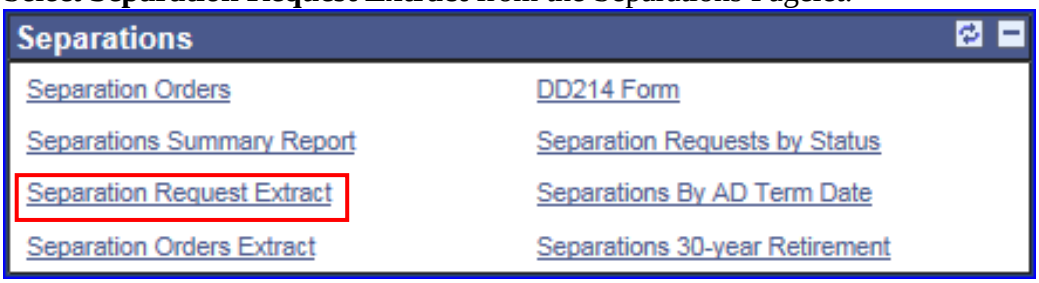
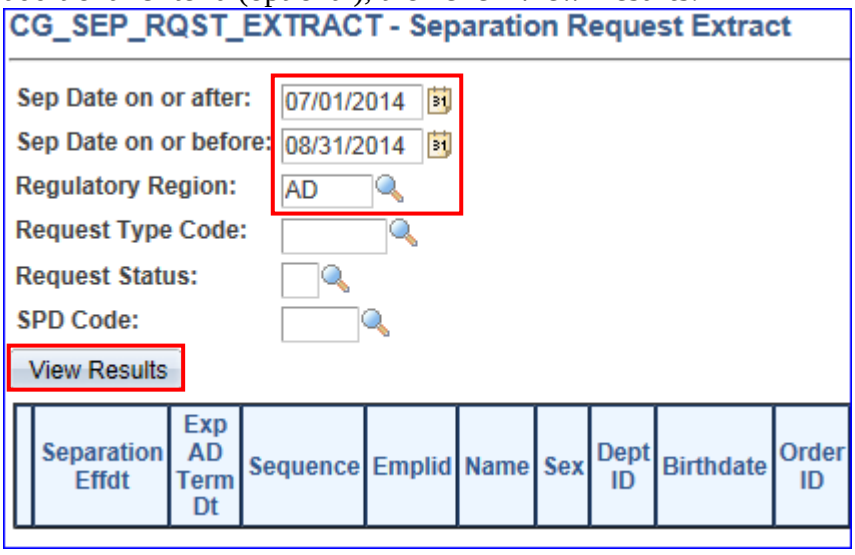
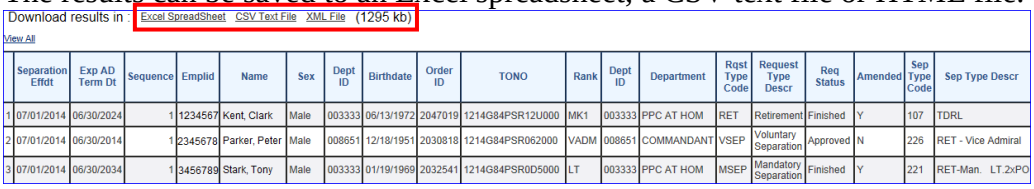
Separation Request Extract

Introduction

This report provides details of Separation Requests by Separation date. SPOs may use this report to view data entered by PSC. The results can be filtered further by entering more search criteria.

Procedures

Follow the steps below to run a Separation Request Extract using specific criteria.

Step	Action
1	Select **Separation Request Extract** from the Separations Pagelet. 
2	Enter the **Separation Date range** and the **Regulatory Region** and any additional criteria (optional), then click **View Results**. 
3	The results can be saved to an Excel spreadsheet, a CSV text file or HTML file.  |	Separation Effdt	Exp AD Term Dt	Sequence	Emplid	Name	Sex	Dept ID	Birthdate	Order ID	TONO	Rank	Dept ID	Department	Rqst Type Code	Request Type Descr	Req Status	Amended	Sep Type Code	Sep Type Descr
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1	07/01/2014	06/30/2024	1	1234567	Kent, Clark	Male	003333	06/13/1972	2047019	1214G84PSR12U000	MK1	003333	PPC AT HOM	RET	Retirement	Finished	Y	107	TDRL
2	07/01/2014	06/30/2014	1	2345678	Parker, Peter	Male	008651	12/18/1951	2030818	1214G84PSR062000	VADM	008651	COMMANDANT	VSEP	Voluntary Separation	Approved	N	226	RET - Vice Admiral
3	07/01/2014	06/30/2034	1	3456789	Stark, Tony	Male	003333	01/19/1969	2032541	1214G84PSR0D5000	LT	003333	PPC AT HOM	MSEP	Mandatory Separation	Finished	Y	221	RET-Man. LT.2xPO

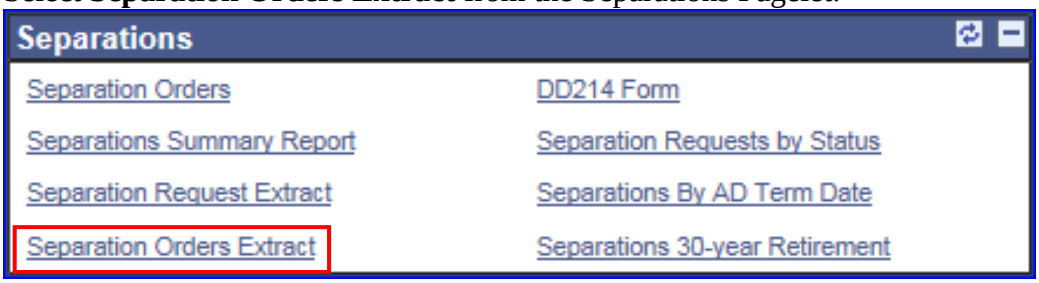
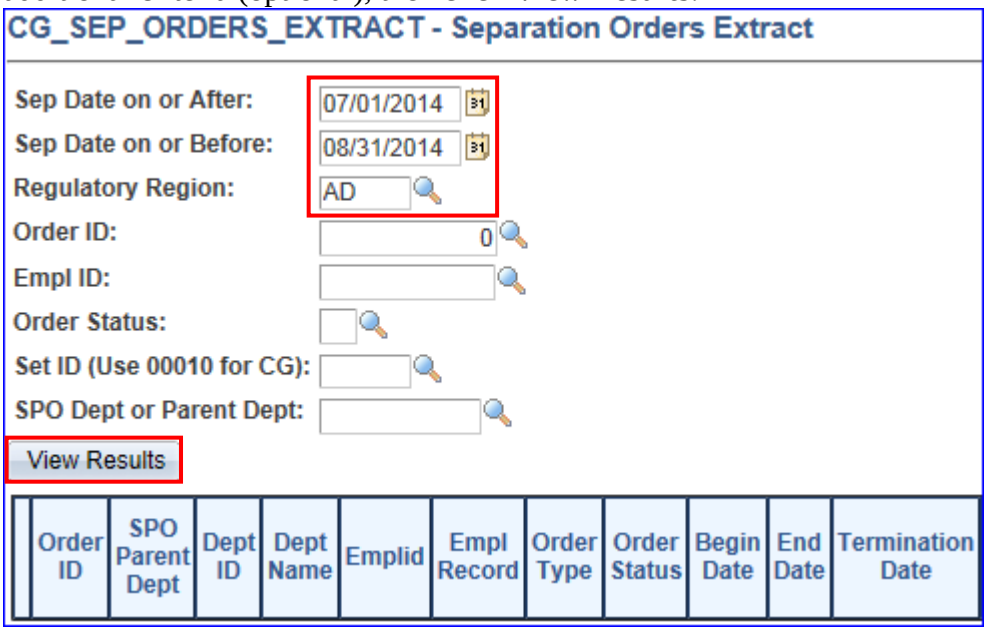
Separations Orders Extract

Introduction

This report provides a list of existing Separation Orders based on the Separation Date range. The results can be filtered further by entering more search criteria.

Procedures

Follow the steps below to run a Separation Orders Extract using specific criteria.

Step	Action
1	Select **Separation Orders Extract** from the Separations Pagelet. 
2	Enter the **Separation Date range** and the **Regulatory Region** and any additional criteria (optional), then click **View Results**. 

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Separations Orders Extract, Continued

Procedures,
continued

Step	Action
3	The results can be saved to an Excel spreadsheet, a CSV text file or HTML file.

Download results in : Excel SpreadSheet CSV Text File XML File (1693 kb)

View All

	Order ID	SPO Parent Dept	Dept ID	Dept Name	Emplid	Empl Record	Order Type	Order Status	Begin Date	End Date	Termination Date	Termination Type Code	Depart Dt	SPD	SPD Descr	Re-enlistment Code
1	1920577	007382	007383	SEC SAN JUAN FIN/SUPPLY DIV	1234567	0	Sep	Authorized	07/25/2014	07/26/2014	07/25/2014	Release From Active Duty	07/25/2014	MBK	Completion of required active service	RE1
2	2011957	LEVEL1	003333	PPC AT HOME SEP MBRS	1111111	0	Sep	Finished	06/30/2014	07/01/2014	07/01/2014	Retirement/Resume Retirement	06/15/2014	RBD	Sufficient service for retirement	
3	2032358	007283	007279	SEC NEW YORK INTEL STAFF	2222222	0	Sep	Finished	07/20/2014	07/21/2014	07/20/2014	Discharge	07/20/2014	FBK	Completion of required active service	

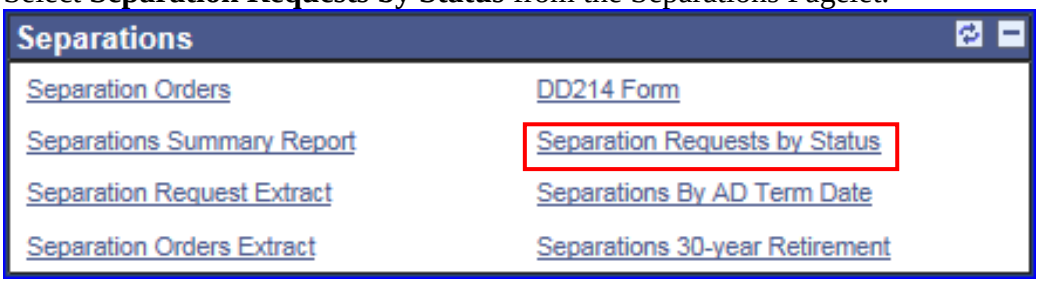
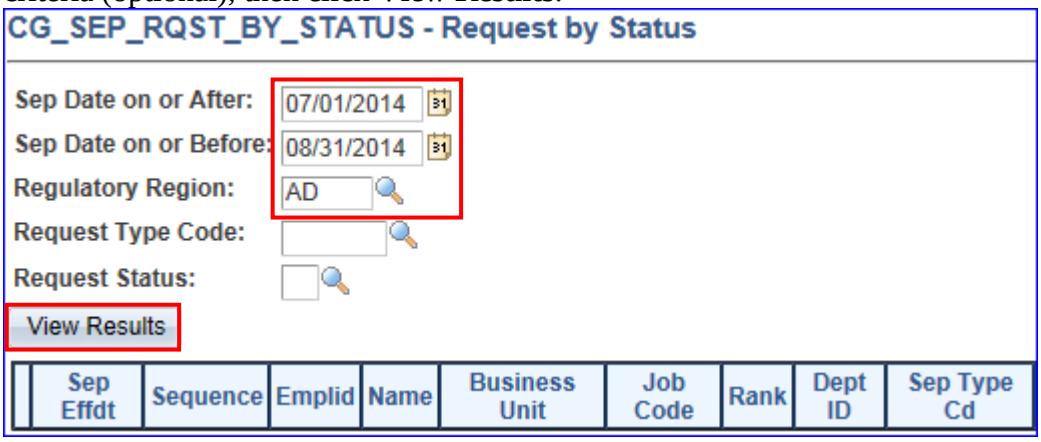
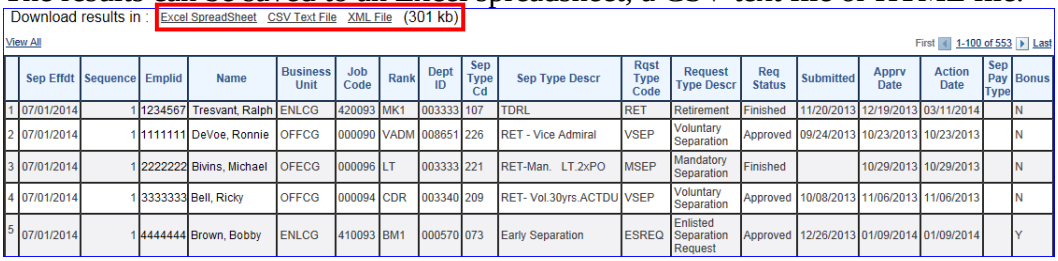
Separation Requests by Status

Introduction

This report finds existing Separation Requests by Request Status. Use it to find whether PSC has initiated a Separation Request for a member.

Procedures

Follow the steps below to view Separation Requests by Status.

Step	Action
1	Select **Separation Requests by Status** from the Separations Pagelet. 
2	Enter the **Separation Date range** and the **Regulatory Region** and any additional criteria (optional), then click **View Results**. 
3	The results can be saved to an Excel spreadsheet, a CSV text file or HTML file. 

	Sep Effdt	Sequence	Emplid	Name	Business Unit	Job Code	Rank	Dept ID	Sep Type Cd	Sep Type Descr	Rqst Type Code	Request Type Descr	Req Status	Submitted	Apprv Date	Action Date	Sep Pay Type	Bonus
1	07/01/2014	1	1234567	Tresvant, Ralph	ENLCG	420093	MK1	003333	107	TDRL	RET	Retirement	Finished	11/20/2013	12/19/2013	03/11/2014		N
2	07/01/2014	1	1111111	DeVoe, Ronnie	OFFCG	000090	VADM	008651	226	RET - Vice Admiral	VSEP	Voluntary Separation	Approved	09/24/2013	10/23/2013	10/23/2013		N
3	07/01/2014	1	2222222	Bivins, Michael	OFECG	000096	LT	003333	221	RET-Man. LT.2xPO	MSEP	Mandatory Separation	Finished		10/29/2013	10/29/2013		N
4	07/01/2014	1	3333333	Bell, Ricky	OFFCG	000094	CDR	003340	209	RET- Vol.30yrs.ACTDU	VSEP	Voluntary Separation	Approved	10/08/2013	11/06/2013	11/06/2013		N
5	07/01/2014	1	4444444	Brown, Bobby	ENLCG	410093	BM1	000570	073	Early Separation	ESREQ	Enlisted Separation Request	Approved	12/26/2013	01/09/2014	01/09/2014		Y

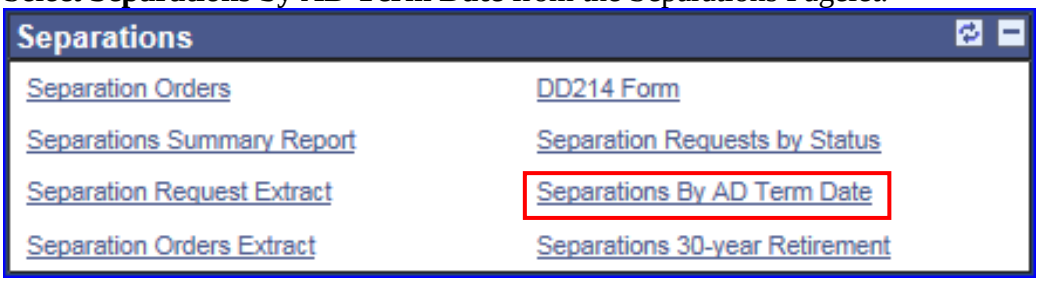
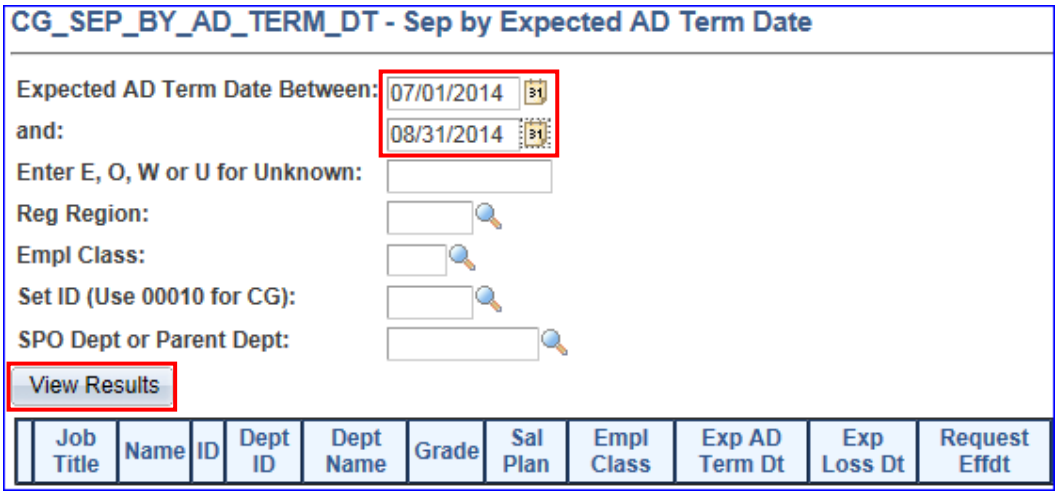
Separations by AD Term Date

Introduction

This report searches for members by Expected Active Duty Termination Date. If a Separation record exists, the data will show in the search results.

Procedures

Follow the steps below to view members approaching their Expected Active Duty Termination Date.

Step	Action
1	Select **Separations by AD Term Date** from the Separations Pagelet. 
2	Enter the **Expected AD Term Date range** and any additional criteria (optional), then click **View Results**. 

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Separations by AD Term Date, Continued

Procedures,
continued

Step	Action
3	The results can be saved to an Excel spreadsheet, a CSV text file or HTML file.

Download results in : Excel SpreadSheet CSV Text File XML File (1237 kb)

View All

	Job Title	Name	ID	Dept ID	Dept Name	Grade	Sal Plan	Empl Class	Exp AD Term Dt	Exp Loss Dt	Request Effdt	Request Type Code
1	FS3	Brady, Greg	1234567	000466	CG STA FREEPORT	E4	ENL	Active Component	07/01/2014	04/01/2015		
2	YN2	Brady, Marcia	1111111	003333	PPC AT HOME SEP MBRS	E5	ENL	Active Component	07/01/2014	07/01/2014	07/01/2013	SR
3	AMT3	Brady, Peter	1222222	036422	AIRSTA/SFO PORT ANGELES	E4	ENL	Active Component	07/01/2014	07/01/2014		
4	FS2	Brady, Jan	1333333	003333	PPC AT HOME SEP MBRS	E5	ENL	Active Component	07/01/2014	07/01/2014		
5	BM3	Brady, Bobby	1444444	008030	TRACEN YKTWN BFCO TRNG BR	E4	ENL	Active Component	07/01/2014	07/01/2014	05/31/2014	SR
6	LCDR	Brady, Cindy	1555555	003333	PPC AT HOME SEP MBRS	O4	OFF	Active Component	07/01/2014	07/01/2014		