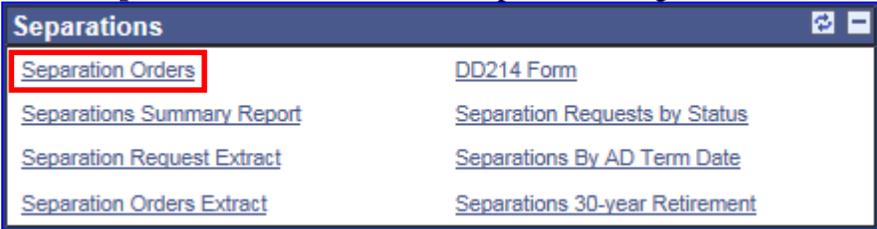
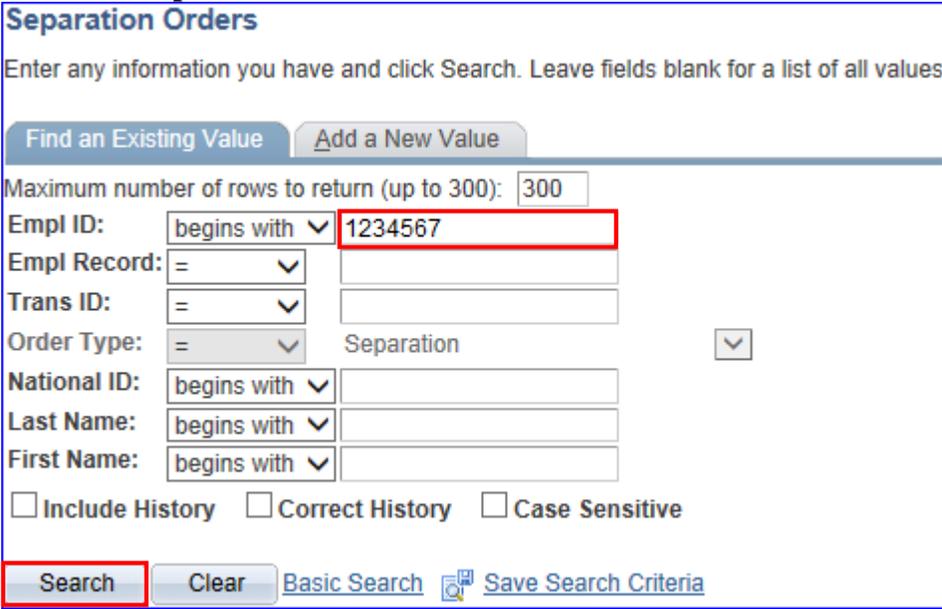


Discharge with Separation Request

Introduction This section provides the procedures for completing Discharge orders in Direct Access when a Separation Request was entered by PSC.

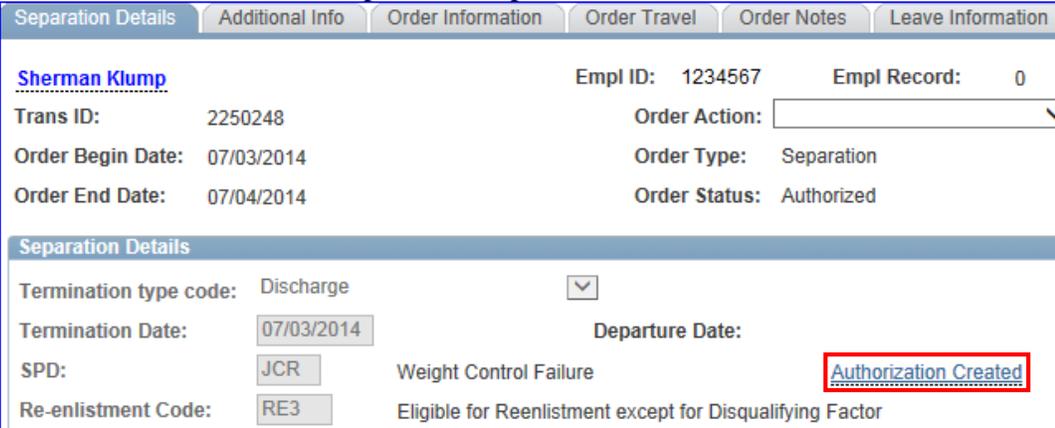
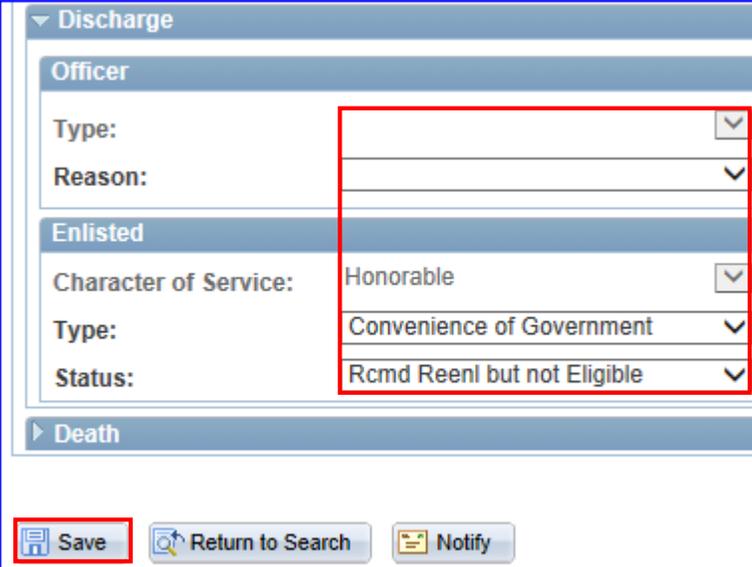
Procedures Follow these steps to complete a Discharge separation transaction.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled 'Separations' with a table of links. The link 'Separation Orders' is highlighted with a red rectangular box. Other links include 'DD214 Form', 'Separations Summary Report', 'Separation Requests by Status', 'Separation Request Extract', 'Separations By AD Term Date', 'Separation Orders Extract', and 'Separations 30-year Retirement'.</p>
2	<p>Enter the Empl ID and then click Search.</p>  <p>The screenshot shows the 'Separation Orders' search interface. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below the search bar are two buttons: 'Find an Existing Value' and 'Add a New Value'. A dropdown menu is set to 'Maximum number of rows to return (up to 300): 300'. The 'Empl ID' field is set to 'begins with' and contains the value '1234567', which is highlighted with a red rectangular box. Other fields include 'Empl Record', 'Trans ID', 'Order Type' (set to 'Separation'), 'National ID', 'Last Name', and 'First Name', all set to 'begins with'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, the 'Search' button is highlighted with a red rectangular box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>

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Discharge with Separation Request, Continued

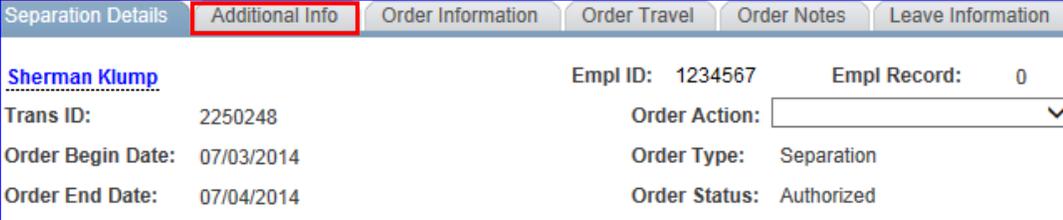
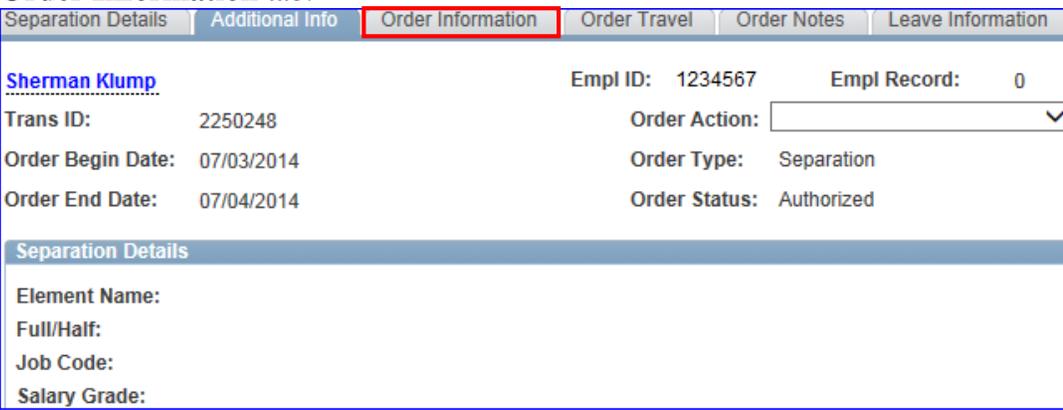
Procedures,
continued

Step	Action
3	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure the Sep Request has been completed and approved. (See Airport Terminal User Guide.) Notice the Authorization Created link. Click on it to view and print the Separation Authorization. Now scroll down.</p> 
4	<p>Depending on whether the member is Officer or Enlisted, select the appropriate items from the drop-down lists. If the options don't apply, the Reason field may be left blank. Then click Save.</p> 

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Discharge with Separation Request, Continued

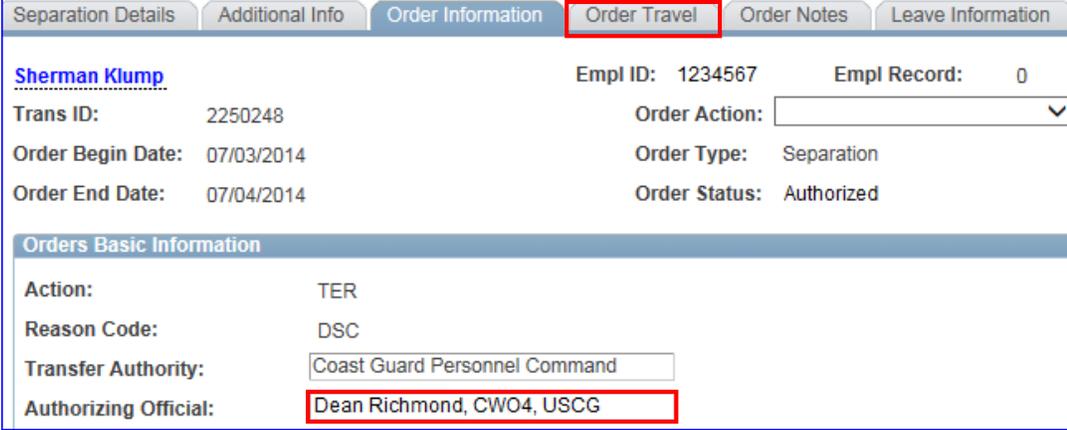
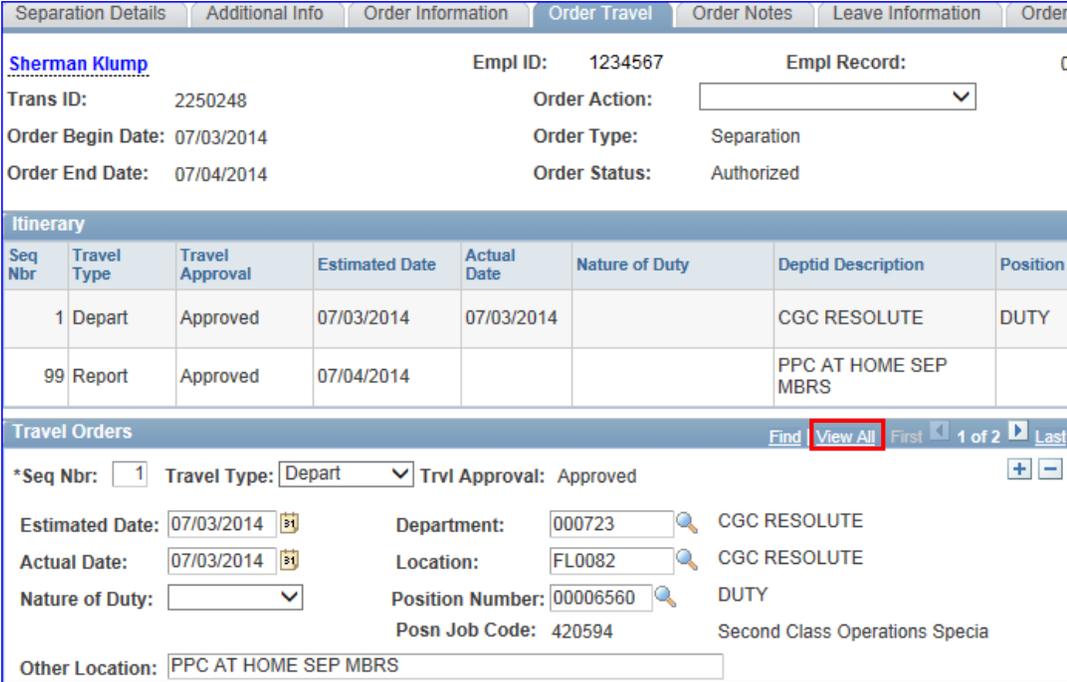
Procedures,
continued

Step	Action
5	<p>Scroll back up to the top and click on the Additional Info tab.</p> 
6	<p>Any information on this tab was input by PSC and cannot be edited. Click on the Order Information tab.</p> 

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Discharge with Separation Request, Continued

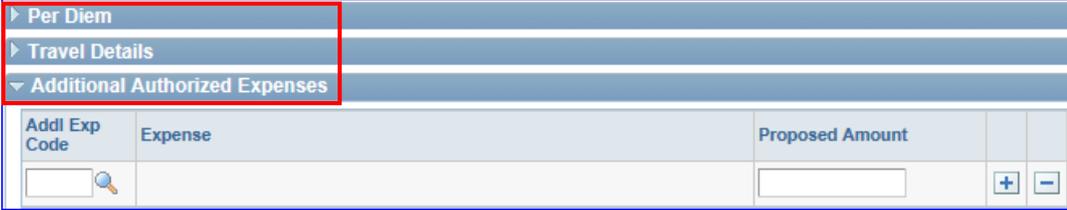
Procedures,
continued

Step	Action
7	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> 
8	<p>Click on View All to see both the Depart and Report rows.</p> 

Continued on next page

Discharge with Separation Request, Continued

Procedures,
continued

Step	Action
9	<p>On the Depart Row, change the Nature of Duty to Separation.</p> 
10	<p>Click on the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the separating member.</p> 
11	<p>On the Report row, enter the Actual Date (same as estimated) and change the Nature of Duty to Separation. Verify the Department the member will report to upon Separation (003333 PPC AT HOME SEP MBRS). The Position Number and Posn Job Code should be blank. The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that won't be used for Discharges.</p> 

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Discharge with Separation Request, Continued

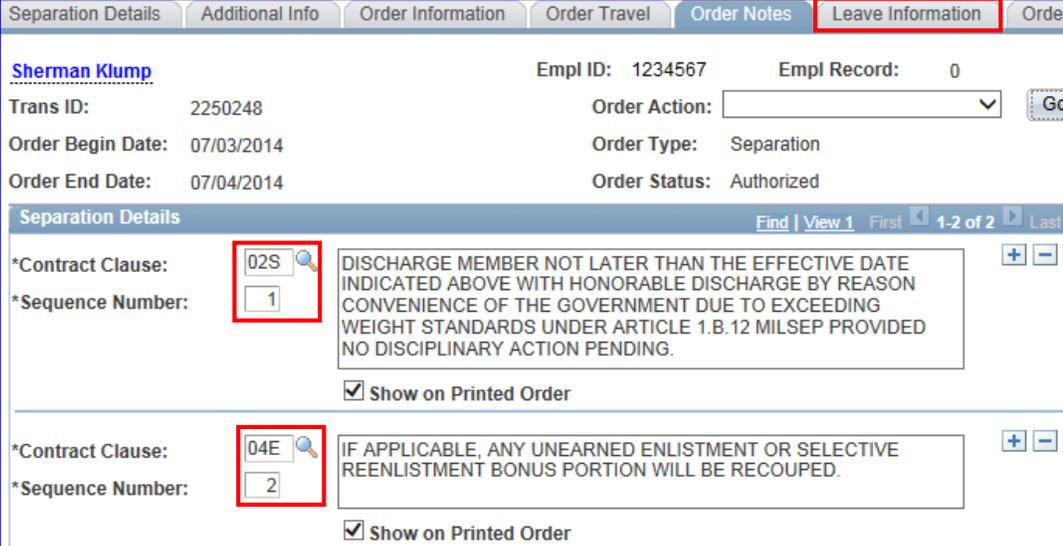
Procedures,
continued

Step	Action																												
<p>12</p>	<p>In the Delay En route section, enter any Terminal Leave the member plans to take. The End Date cannot go beyond the Discharge date.</p> <p>NOTE: SPOs MUST manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> <div data-bbox="345 703 1414 835"> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/26/2014</td> <td>07/03/2014</td> <td>Terminal Leave</td> <td>8</td> </tr> </tbody> </table> </div>		Begin Date	End Date	Delay En route	Days	1	06/26/2014	07/03/2014	Terminal Leave	8																		
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1	06/26/2014	07/03/2014	Terminal Leave	8																									
<p>13</p>	<p>Select the appropriate Dependents Authorized to Travel (if any). If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. Then click Save.</p> <div data-bbox="345 982 1414 1182"> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <tr> <th></th> <th>Auth for Travel</th> <th>*Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Student Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify</p> </div>		Auth for Travel	*Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Student Status Date	1	<input type="checkbox"/>	<input type="text"/>																
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1	<input type="checkbox"/>	<input type="text"/>																											
<p>14</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p> <div data-bbox="345 1291 1414 1780"> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information</p> <p>Sherman Klump Empl ID: 1234567 Empl Record:</p> <p>Trans ID: 2250248 Order Action: <input type="text"/></p> <p>Order Begin Date: 07/03/2014 Order Type: Separation</p> <p>Order End Date: 07/04/2014 Order Status: Authorized</p> <p>Itinerary</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>06/26/2014</td> <td></td> <td>Terminal Leave</td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>07/03/2014</td> <td>07/03/2014</td> <td>Separation</td> <td>CGC RESOLUTE</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>07/04/2014</td> <td>07/04/2014</td> <td>Separation</td> <td>PPC AT HOME SEP MBRS</td> </tr> </tbody> </table> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				06/26/2014		Terminal Leave		1	Depart	Approved	07/03/2014	07/03/2014	Separation	CGC RESOLUTE	99	Report	Approved	07/04/2014	07/04/2014	Separation	PPC AT HOME SEP MBRS
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Continued on next page

Discharge with Separation Request, Continued

Procedures,
continued

Step	Action
15	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the Leave Information tab.</p>  <p>The screenshot displays the 'Leave Information' tab for a user named Sherman Klump. Key details include: <ul style="list-style-type: none"> Empl ID: 1234567, Empl Record: 0 Trans ID: 2250248 Order Begin Date: 07/03/2014, Order End Date: 07/04/2014 Order Type: Separation, Order Status: Authorized Below the main details, there are two rows of contract clauses: <ul style="list-style-type: none"> Row 1: *Contract Clause: 02S, *Sequence Number: 1. Description: DISCHARGE MEMBER NOT LATER THAN THE EFFECTIVE DATE INDICATED ABOVE WITH HONORABLE DISCHARGE BY REASON CONVENIENCE OF THE GOVERNMENT DUE TO EXCEEDING WEIGHT STANDARDS UNDER ARTICLE 1.B.12 MILSEP PROVIDED NO DISCIPLINARY ACTION PENDING. Row 2: *Contract Clause: 04E, *Sequence Number: 2. Description: IF APPLICABLE, ANY UNEARNED ENLISTMENT OR SELECTIVE REENLISTMENT BONUS PORTION WILL BE RECOUPED. Both rows have a checked 'Show on Printed Order' checkbox. </p>

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Discharge with Separation Request, Continued

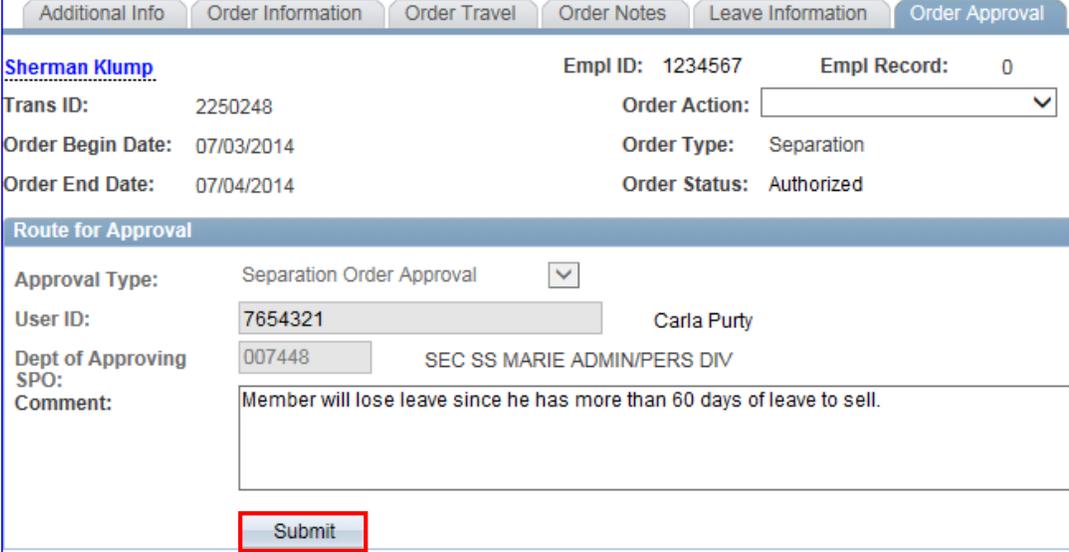
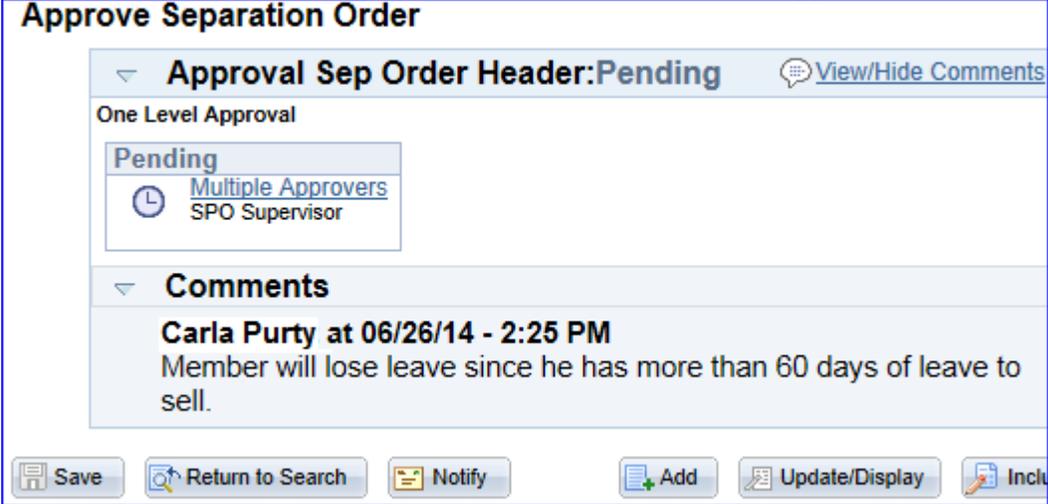
Procedures,
continued

Step	Action										
<p>16</p>	<p>Notice that the terminal leave entered on an earlier tab is reflected here. Any remaining leave balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <div data-bbox="349 598 1412 987" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval </p> <p> Sherman Klump Empl ID: 1234567 Empl Record: 0 </p> <p> Trans ID: 2250248 Order Action: <input type="text"/> <input type="button" value="Go"/> </p> <p> Order Begin Date: 07/03/2014 Order Type: Separation </p> <p> Order End Date: 07/04/2014 Order Status: Authorized </p> <hr/> <p>Leave Balances</p> <p> Leave Balance: 96.000000 Cumulative Sold Leave: 0.000000 </p> <hr/> <p>Leave Disposition</p> <p> Total to Carry Over (Days): <input type="text" value="0.0"/> Terminal Leave Begin: 06/26/2014 </p> <p> Terminal Leave (Days): 8.0 Terminal Leave End: 07/03/2014 </p> </div> <table border="1" data-bbox="349 1029 1412 1438" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Leave Balance</td> <td>Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond the current month.</td> </tr> <tr> <td>Cumulative Sold Leave</td> <td>Cumulative number of Leave days sold in the member's military career.</td> </tr> <tr> <td>Total to Carry Over (Days)</td> <td>Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Not used for Discharges. Defaults to 0.</td> </tr> <tr> <td>Terminal Leave (Days)</td> <td>Sum of terminal leave days specified on Order Travel tab.</td> </tr> </tbody> </table> <p>Now click on the Order Approval tab.</p>	Field	Description	Leave Balance	Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond the current month.	Cumulative Sold Leave	Cumulative number of Leave days sold in the member's military career.	Total to Carry Over (Days)	Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Not used for Discharges. Defaults to 0.	Terminal Leave (Days)	Sum of terminal leave days specified on Order Travel tab.
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Continued on next page

Discharge with Separation Request, Continued

Procedures,
continued

Step	Action
17	<p>Now click Submit.</p> 
18	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
19	Now return to the Home screen.