

Airport Terminal

Overview

Introduction The Airport Terminal provides users with the ability to view arrivals and departures of all personnel.

Access Access to the Airport Terminal is limited to authorized Command users, Assignment Officers, SPOs, HQ, PSC, TQC and the Training Centers. To gain access to the Airport Terminal, fill out a CG7421B and ensure the appropriate roles are selected.

Information by Order Type This table displays the different order type-specific information found on the Airport Terminal.

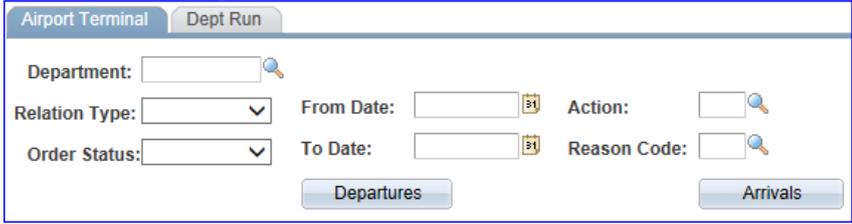
Order Type	Specific Information on Airport Terminal
PCS	Displays the updated Estimated Depart/Report Dates when PCS Orders are approved
Reserves	Displays the types of Reserve Orders and their Status
Separations	Displays all Separation Orders and links to the Separation Authorizations (Authorizations Created link) Note: This is the only location to view both of these items for non-SPO users.
TAS	Displays all TAS (TDY) orders (MUST click on Order button to view actual dates)

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Accessing the Airport Terminal

Procedures Follow these steps to access the Airport Terminal.

Step	Action																														
1	<p>Select Airport Terminal from the Orders Pagelet.</p> 																														
2	<p>Use the Field/Description table below to assist in choosing the appropriate criteria to search the Airport Terminal.</p>  <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Department</td> <td>Enter unit's Dept ID or use the lookup to search for it.</td> </tr> <tr> <td>Relation Type</td> <td> <table border="1"> <thead> <tr> <th>Type</th> <th>Should be used to view</th> </tr> </thead> <tbody> <tr> <td>HRS, ISC, Own unit</td> <td>Orders for a specific Department ID</td> </tr> <tr> <td>Unit Rel</td> <td>Orders for all units falling under one Parent Department ID</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Order Status</td> <td> <table border="1"> <thead> <tr> <th>Status</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Authorized</td> <td>For PCS/SEP - Orders have been created For RSV – Orders authorized by DXR</td> </tr> <tr> <td>Cancelled</td> <td>Orders have been cancelled</td> </tr> <tr> <td>En route</td> <td>For PCS – Member has departed old unit For RSV – Member has departed on orders</td> </tr> <tr> <td>Finished</td> <td>For PCS – Member has reported to new unit For RSV – All actual dates have been completed and approved For SEP – Orders have run through the Orders Integration Process (job row written)</td> </tr> <tr> <td>Proposed</td> <td>Reserve orders have been initially created</td> </tr> <tr> <td>Ready</td> <td>For PCS – Orders have been approved For RSV – Orders are ready for mbr to depart For SEP – Orders have been approved For TAS – Orders have been approved</td> </tr> </tbody> </table> </td> </tr> <tr> <td>From/To Date</td> <td>Used to select a date range to narrow down the search</td> </tr> </tbody> </table>	Field	Description	Department	Enter unit's Dept ID or use the lookup to search for it.	Relation Type	<table border="1"> <thead> <tr> <th>Type</th> <th>Should be used to view</th> </tr> </thead> <tbody> <tr> <td>HRS, ISC, Own unit</td> <td>Orders for a specific Department ID</td> </tr> <tr> <td>Unit Rel</td> <td>Orders for all units falling under one Parent Department ID</td> </tr> </tbody> </table>	Type	Should be used to view	HRS, ISC, Own unit	Orders for a specific Department ID	Unit Rel	Orders for all units falling under one Parent Department ID	Order Status	<table border="1"> <thead> <tr> <th>Status</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Authorized</td> <td>For PCS/SEP - Orders have been created For RSV – Orders authorized by DXR</td> </tr> <tr> <td>Cancelled</td> <td>Orders have been cancelled</td> </tr> <tr> <td>En route</td> <td>For PCS – Member has departed old unit For RSV – Member has departed on orders</td> </tr> <tr> <td>Finished</td> <td>For PCS – Member has reported to new unit For RSV – All actual dates have been completed and approved For SEP – Orders have run through the Orders Integration Process (job row written)</td> </tr> <tr> <td>Proposed</td> <td>Reserve orders have been initially created</td> </tr> <tr> <td>Ready</td> <td>For PCS – Orders have been approved For RSV – Orders are ready for mbr to depart For SEP – Orders have been approved For TAS – Orders have been approved</td> </tr> </tbody> </table>	Status	Meaning	Authorized	For PCS/SEP - Orders have been created For RSV – Orders authorized by DXR	Cancelled	Orders have been cancelled	En route	For PCS – Member has departed old unit For RSV – Member has departed on orders	Finished	For PCS – Member has reported to new unit For RSV – All actual dates have been completed and approved For SEP – Orders have run through the Orders Integration Process (job row written)	Proposed	Reserve orders have been initially created	Ready	For PCS – Orders have been approved For RSV – Orders are ready for mbr to depart For SEP – Orders have been approved For TAS – Orders have been approved	From/To Date	Used to select a date range to narrow down the search
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Accessing the Airport Terminal, Continued

Procedures,
continued

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	Action	Three letter acronym to represent the type of order. Most common codes: <table border="1" data-bbox="475 636 1369 792"> <thead> <tr> <th>Code</th> <th>Meaning</th> </tr> </thead> <tbody> <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> </tbody> </table>	Code	Meaning	RWP	Retirement with pay	TER	Termination	XFR	Transfer																		
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Fill out the appropriate fields and click the Departures or Arrivals button. <div data-bbox="316 1473 1385 1729" style="border: 1px solid blue; padding: 5px;"> Airport Terminal Dept Run Department: <input type="text" value="042586"/> BASE ALAMEDA Relation Type: <input type="text" value="Unit Rel"/> From Date: <input type="text"/> Action: <input type="text"/> Order Status: <input type="text"/> To Date: <input type="text"/> Reason Code: <input type="text"/> <div style="display: flex; justify-content: space-around;"> Departures Arrivals </div> </div>																												

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Accessing the Airport Terminal, Continued

Procedures,
continued

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4	<p data-bbox="312 497 1382 600">Below is an example of a Departures list that has been broken into two parts for better viewing purposes. Click the field header links to sort by that value. Click the Order button to view the orders in a new window.</p> <table border="1" data-bbox="312 600 1382 869"> <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> </tr> </thead> <tbody> <tr> <td>1</td> <td>2222222</td> <td>CENA</td> <td>JOHN</td> <td>ISM3</td> <td>Authorized</td> <td></td> <td>PCS</td> <td>XFR</td> <td>PCS</td> <td>004881</td> <td>ESD PETALUMA</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>TURTLE</td> <td>LISA</td> <td>YNC</td> <td>En route</td> <td>ADOS-AC</td> <td>Reserve</td> <td>XFR</td> <td>RSV</td> <td>042598</td> <td>BASE ALAM PERS SVCS DIV (PP)</td> </tr> <tr> <td>3</td> <td>3333333</td> <td>MORRIS</td> <td>ZACK</td> <td>CDR</td> <td>Authorized</td> <td></td> <td>Sep</td> <td>RWP</td> <td>RWP</td> <td>042589</td> <td>BASE ALAM HSWL DEPT (H)</td> </tr> <tr> <td>4</td> <td>4444444</td> <td>CASH</td> <td>JOHNNY</td> <td>CDR</td> <td>Ready</td> <td></td> <td>TAS</td> <td>XFR</td> <td>TDY</td> <td>042586</td> <td>BASE ALAMEDA</td> </tr> </tbody> </table> <table border="1" data-bbox="312 909 1382 1218"> <thead> <tr> <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>07/01/2015</td> <td>044607</td> <td>DHS EOC CGCYBER DET</td> <td>07/01/2017</td> <td>00029942</td> <td>09/05/14 12:00:00.000000AM</td> <td>Order</td> </tr> <tr> <td>09/03/2014</td> <td>041720</td> <td>FORCECOM (ESESW)</td> <td>07/01/2017</td> <td>00042196</td> <td>09/18/14 12:00:00.000000AM</td> <td>Order</td> </tr> <tr> <td>06/30/2015</td> <td>042589</td> <td>BASE ALAM HSWL DEPT (H)</td> <td>06/30/2015</td> <td></td> <td></td> <td>Order</td> </tr> <tr> <td>01/26/2016</td> <td></td> <td></td> <td>02/04/2016</td> <td>00090651</td> <td>12/15/15 12:00:00.000000AM</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	1	2222222	CENA	JOHN	ISM3	Authorized		PCS	XFR	PCS	004881	ESD PETALUMA	2	1234567	TURTLE	LISA	YNC	En route	ADOS-AC	Reserve	XFR	RSV	042598	BASE ALAM PERS SVCS DIV (PP)	3	3333333	MORRIS	ZACK	CDR	Authorized		Sep	RWP	RWP	042589	BASE ALAM HSWL DEPT (H)	4	4444444	CASH	JOHNNY	CDR	Ready		TAS	XFR	TDY	042586	BASE ALAMEDA	Estimated Depart Date	Reporting DeptID	Reporting Department	Estimated Report Date	Position Number	Issue Date	Order	07/01/2015	044607	DHS EOC CGCYBER DET	07/01/2017	00029942	09/05/14 12:00:00.000000AM	Order	09/03/2014	041720	FORCECOM (ESESW)	07/01/2017	00042196	09/18/14 12:00:00.000000AM	Order	06/30/2015	042589	BASE ALAM HSWL DEPT (H)	06/30/2015			Order	01/26/2016			02/04/2016	00090651	12/15/15 12:00:00.000000AM	Order
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Viewing Separation Orders

Introduction The Airport Terminal is the only location for SPO users and non-SPO users to view both the Separation Orders and the Separation Authorizations.

Procedures Follow these steps to view Separation Orders using the Airport Terminal.

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Viewing Separation Orders, Continued

Procedures,
continued

Step	Action																																																							
3	<p data-bbox="327 495 901 524">Below is a sample Separation Authorization.</p> <table border="1" data-bbox="327 524 1342 1547"> <tr> <td colspan="2" data-bbox="331 524 555 607">DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD System Generated</td> <td colspan="3" data-bbox="555 524 1337 607" style="text-align: center;">SEPARATION AUTHORIZATION</td> </tr> <tr> <td data-bbox="331 607 454 656">Emplid: 1432756</td> <td data-bbox="454 607 754 656">Name: Pope, Olivia</td> <td data-bbox="754 607 956 656">Rank: YN1</td> <td data-bbox="956 607 1145 656">Effective Date: 2014-07-01</td> <td data-bbox="1145 607 1337 656">Member Submit: 2013-06-21</td> </tr> <tr> <td data-bbox="331 656 454 705">Deptid: 007799</td> <td colspan="2" data-bbox="454 656 1082 705">Dept Name: PPC CUSTOMER CARE BR</td> <td colspan="2" data-bbox="1082 656 1337 705">Last Day of Active Duty: 2014-06-30</td> </tr> <tr> <td colspan="2" data-bbox="331 705 587 754">Request Type: Retirement</td> <td colspan="2" data-bbox="587 705 1082 754">Request Status: Approved</td> <td data-bbox="1082 705 1337 754">Request Source: Member</td> </tr> <tr> <td colspan="2" data-bbox="331 754 1027 772">Entered By: 2222222</td> <td colspan="3" data-bbox="1027 754 1337 772">Date: 2013-12-18</td> </tr> <tr> <td colspan="5" data-bbox="331 772 1337 801" style="text-align: center;">SEPARATION INFORMATION</td> </tr> <tr> <td colspan="5" data-bbox="331 801 1337 846">Article/Law: 14-355 20 Year Retirement</td> </tr> <tr> <td colspan="5" data-bbox="331 846 1337 898">Sep/Ret Type: Retirement After 20 Years Active Federal Service</td> </tr> <tr> <td colspan="5" data-bbox="331 898 1337 943">DD214: RBC Maximum service or time in grade</td> </tr> <tr> <td colspan="3" data-bbox="331 943 839 992">Character of Service: Honorable</td> <td colspan="2" data-bbox="839 943 1337 992">Pay Type Code:</td> </tr> <tr> <td colspan="5" data-bbox="331 1010 1337 1547"> <p data-bbox="336 1010 1316 1055">This separation action has been authorized based on a CG PSC-EPM written decision and is issued by S. Matadobra, CDR, USCG, Chief, PSC-EPM-1, by direction of Commander, CG PSC.</p> <p data-bbox="336 1070 1326 1178">Mbr's request for retirement is approved. This official separation authorization & mbr's preliminary retirement orders (issued 6 months in advance of the retirement date) will transmit the data required to complete the retirement from active duty orders. The servicing personnel office can prepare the DD Form 214 and pay/travel entitlements prior to the first day of retirement when enough advance notice is given. Therefore, to minimize avoidable administrative delays, please deliver mbr's retirement orders & a copy of this authorization as soon as possible.</p> <p data-bbox="336 1193 1337 1261">As per Title 14, U. S. Code, Section 355, mbr shall detach from all duties effective the last day of previous month and proceed to their home of selection in connection with retirement in accordance with paragraph US130, JFTR. The SPD Code for retirement (RBD) applies. Allowances, including travel for dependents, are authorized as per JFTR.</p> <p data-bbox="336 1276 1326 1361">The CG Pay & Personnel Center (PPC-ras) will e-mail a retirement package to mbr's CG global email address 6 months prior to date of retirement. Questions regarding this retirement package, should be directed to PPC (ras) at 785-339-3415. (Additional info at www.uscg.mil/ppc/ras/) The retirement certificates & pin will be mailed to mbr's unit prior to retirement. Mbr should contact the Work-Life staff for a list of the dates for Transition, Relocation, and Retirement Seminars.</p> <p data-bbox="336 1377 1310 1422">Please convey to member that on behalf of the Commander, CG Personnel Service Center, we wish to express our appreciation for his/her faithful service. May he/she have a fulfilling retirement and best wishes in future endeavors.</p> <p data-bbox="336 1438 1337 1547">CG PSC-epm-1 authorizes the CO to grant permission for a retirement processing point (RPP) when the last PDS is INCONUS, AK, HI, & the requested RPP is a CG unit other than the mbr's last PDS or another CG unit within the same geographic area of the last PDS. The RPP must also be within a reasonable commuting distance to mbr's home of selection. A separate request, as noted in 1.C.1.e of the MILSEP, is not required in this case. CG PSC-EPM-1 does not authorize a vessel as a RPP. 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