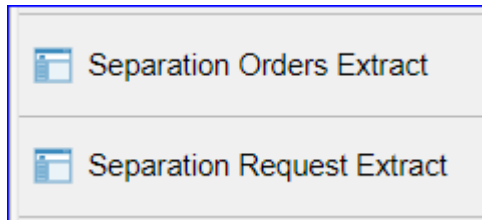


Separation Reports Overview

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.
 - **FSMS Separation Orders Extract** – Run this report to view separation orders for a specific date range.
 - **FSMS Separation Rqst 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.
-

View Only Reports Currently the **Separation Orders Extract** option and the **Separation Request Extract** options are available for view only in DA. Be sure to use the FSMS reports to download the most current information.



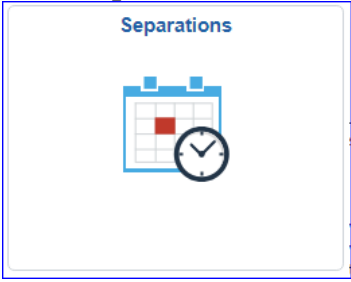
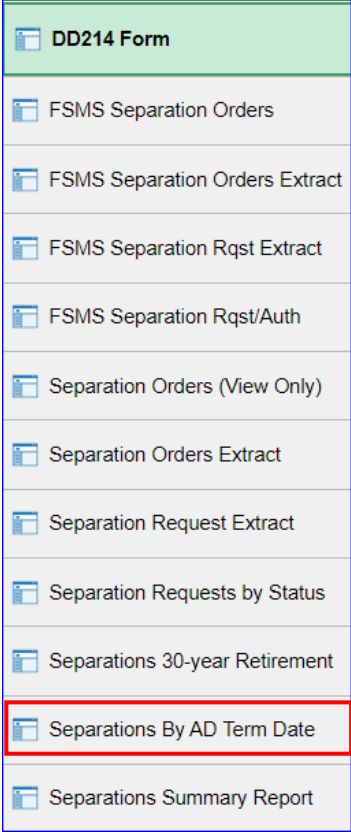
Contents

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Separations by AD Term Date	2
Separation Requests by Status	4
FSMS Separation Orders Extract	6
FSMS Separation Rqst Extract	8
Separations Summary Report	10

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.

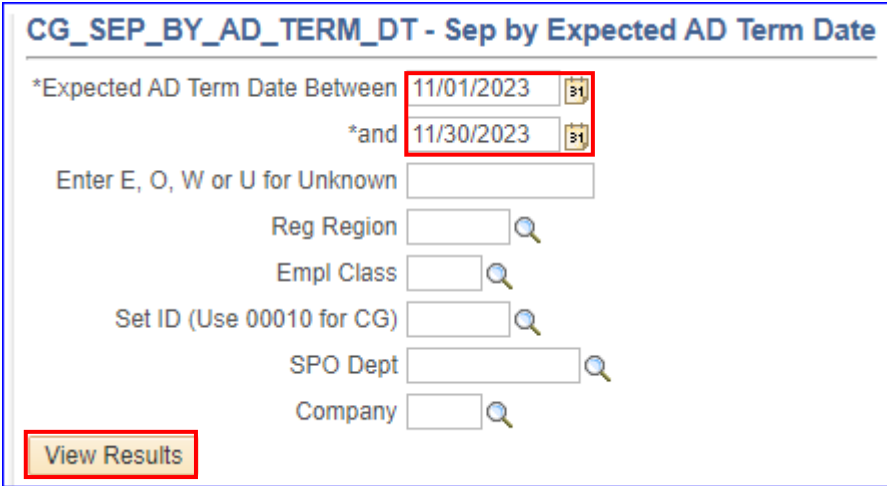
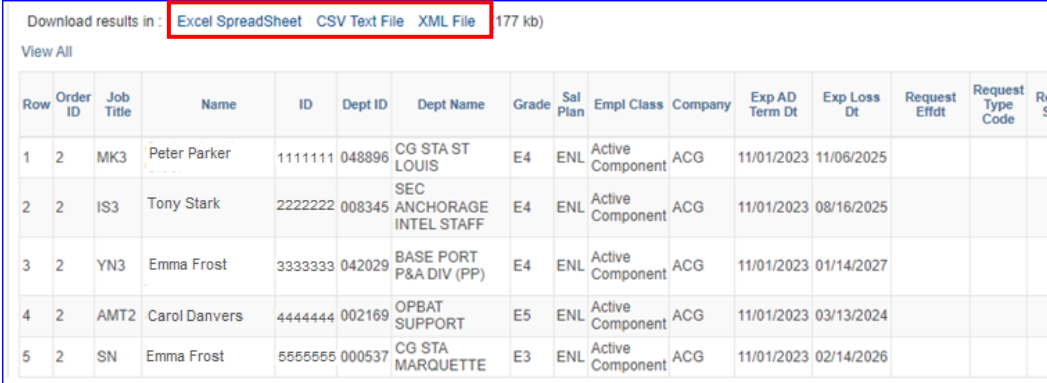
Procedures See below.

Step	Action
1	<p>Click Separations tile.</p>  <p>Then select the Separation by AD Term Date option.</p> 

Continued on next page

Separations by AD Term Date, Continued


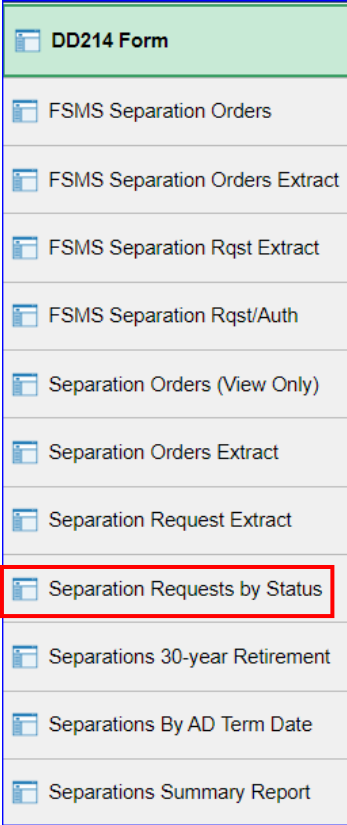
Procedures,
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Step	Action																																																																																																
2	<p>The Search screen opens in a new tab. Enter the Expected AD Term Date Between date and the and date. Entering additional search 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>Row</th> <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> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>MK3</td> <td>Peter Parker</td> <td>1111111</td> <td>048896</td> <td>CG STA ST LOUIS</td> <td>E4</td> <td>ENL</td> <td>Active Component</td> <td>ACG</td> <td>11/01/2023</td> <td>11/06/2025</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>IS3</td> <td>Tony Stark</td> <td>2222222</td> <td>008345</td> <td>SEC ANCHORAGE INTEL STAFF</td> <td>E4</td> <td>ENL</td> <td>Active Component</td> <td>ACG</td> <td>11/01/2023</td> <td>08/16/2025</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2</td> <td>YN3</td> <td>Emma Frost</td> <td>3333333</td> <td>042029</td> <td>BASE PORT P&A DIV (PP)</td> <td>E4</td> <td>ENL</td> <td>Active Component</td> <td>ACG</td> <td>11/01/2023</td> <td>01/14/2027</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2</td> <td>AMT2</td> <td>Carol Danvers</td> <td>4444444</td> <td>002169</td> <td>OPBAT SUPPORT</td> <td>E5</td> <td>ENL</td> <td>Active Component</td> <td>ACG</td> <td>11/01/2023</td> <td>03/13/2024</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>2</td> <td>SN</td> <td>Emma Frost</td> <td>5555555</td> <td>000537</td> <td>CG STA MARQUETTE</td> <td>E3</td> <td>ENL</td> <td>Active Component</td> <td>ACG</td> <td>11/01/2023</td> <td>02/14/2026</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Row	Order ID	Job Title	Name	ID	Dept ID	Dept Name	Grade	Sal Plan	Empl Class	Company	Exp AD Term Dt	Exp Loss Dt	Request Effdt	Request Type Code	Request Status	1	2	MK3	Peter Parker	1111111	048896	CG STA ST LOUIS	E4	ENL	Active Component	ACG	11/01/2023	11/06/2025				2	2	IS3	Tony Stark	2222222	008345	SEC ANCHORAGE INTEL STAFF	E4	ENL	Active Component	ACG	11/01/2023	08/16/2025				3	2	YN3	Emma Frost	3333333	042029	BASE PORT P&A DIV (PP)	E4	ENL	Active Component	ACG	11/01/2023	01/14/2027				4	2	AMT2	Carol Danvers	4444444	002169	OPBAT SUPPORT	E5	ENL	Active Component	ACG	11/01/2023	03/13/2024				5	2	SN	Emma Frost	5555555	000537	CG STA MARQUETTE	E3	ENL	Active Component	ACG	11/01/2023	02/14/2026			
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Separation Requests by Status

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

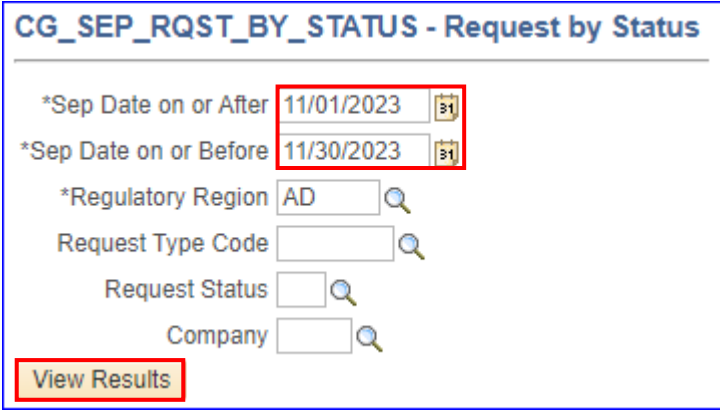
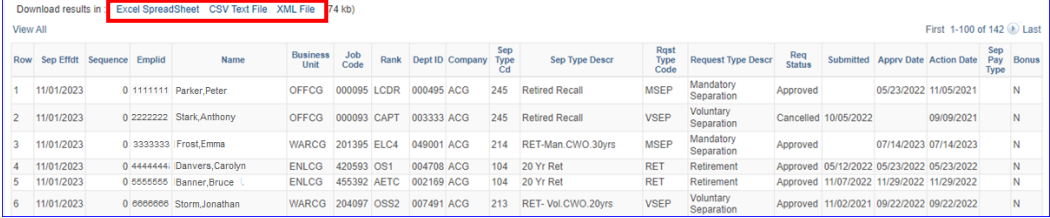
Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p>  <p>Select the Separation Requests by Status option.</p>  <ul style="list-style-type: none"> DD214 Form FSMS Separation Orders FSMS Separation Orders Extract FSMS Separation Rqst Extract FSMS Separation Rqst/Auth Separation Orders (View Only) Separation Orders Extract Separation Request Extract Separation Requests by Status Separations 30-year Retirement Separations By AD Term Date Separations Summary Report

Continued on next page

Separation Requests by Status, Continued


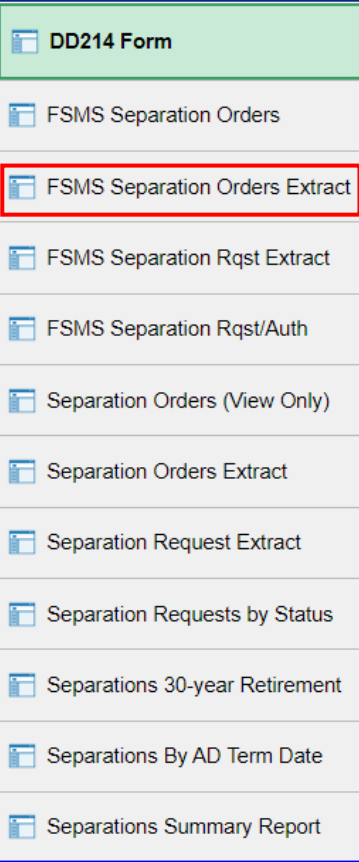
Procedures,
continued

Step	Action																																																																																																																																												
2	<p>The Search screen opens in a new tab. Enter the Sep Date on or after date and the Sep Date on or before date. In the Regulatory Region field enter AD 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" data-bbox="316 1160 1369 1332"> <thead> <tr> <th>Row</th> <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 Cdt</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>1</td> <td>11/01/2023</td> <td>0</td> <td>11111111</td> <td>Parker, Peter</td> <td>OFFCG</td> <td>000095</td> <td>LCDR</td> <td>000495</td> <td>ACG</td> <td>245</td> <td>Retired Recall</td> <td>MSEP</td> <td>Mandatory Separation</td> <td>Approved</td> <td></td> <td>05/23/2022</td> <td>11/05/2021</td> <td></td> <td>N</td> </tr> <tr> <td>2</td> <td>11/01/2023</td> <td>0</td> <td>22222222</td> <td>Stark, Anthony</td> <td>OFFCG</td> <td>000093</td> <td>CAPT</td> <td>003333</td> <td>ACG</td> <td>245</td> <td>Retired Recall</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Cancelled</td> <td>10/05/2022</td> <td></td> <td>09/09/2021</td> <td></td> <td>N</td> </tr> <tr> <td>3</td> <td>11/01/2023</td> <td>0</td> <td>33333333</td> <td>Frost, Emma</td> <td>WARCG</td> <td>201395</td> <td>ELC4</td> <td>049001</td> <td>ACG</td> <td>214</td> <td>RET-Man CWO 30yrs</td> <td>MSEP</td> <td>Mandatory Separation</td> <td>Approved</td> <td></td> <td>07/14/2023</td> <td>07/14/2023</td> <td></td> <td>N</td> </tr> <tr> <td>4</td> <td>11/01/2023</td> <td>0</td> <td>44444444</td> <td>Danvers, Carolyn</td> <td>ENLCO</td> <td>420593</td> <td>OS1</td> <td>004708</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>05/12/2022</td> <td>05/23/2022</td> <td>05/23/2022</td> <td></td> <td>N</td> </tr> <tr> <td>5</td> <td>11/01/2023</td> <td>0</td> <td>55555555</td> <td>Banner, Bruce</td> <td>ENLCO</td> <td>455392</td> <td>AETC</td> <td>002169</td> <td>ACG</td> <td>104</td> <td>20 Yr Ret</td> <td>RET</td> <td>Retirement</td> <td>Approved</td> <td>11/07/2022</td> <td>11/29/2022</td> <td>11/29/2022</td> <td></td> <td>N</td> </tr> <tr> <td>6</td> <td>11/01/2023</td> <td>0</td> <td>66666666</td> <td>Storm, Jonathan</td> <td>WARCG</td> <td>204097</td> <td>OSS2</td> <td>007491</td> <td>ACG</td> <td>213</td> <td>RET-Vol CWO 20yrs</td> <td>VSEP</td> <td>Voluntary Separation</td> <td>Approved</td> <td>11/02/2021</td> <td>09/22/2022</td> <td>09/22/2022</td> <td></td> <td>N</td> </tr> </tbody> </table>	Row	Sep Effdt	Sequence	Emplid	Name	Business Unit	Job Code	Rank	Dept ID	Company	Sep Type Cdt	Sep Type Descr	Rqst Type Code	Request Type Descr	Req Status	Submitted	Apprv Date	Action Date	Sep Pay Type	Bonus	1	11/01/2023	0	11111111	Parker, Peter	OFFCG	000095	LCDR	000495	ACG	245	Retired Recall	MSEP	Mandatory Separation	Approved		05/23/2022	11/05/2021		N	2	11/01/2023	0	22222222	Stark, Anthony	OFFCG	000093	CAPT	003333	ACG	245	Retired Recall	VSEP	Voluntary Separation	Cancelled	10/05/2022		09/09/2021		N	3	11/01/2023	0	33333333	Frost, Emma	WARCG	201395	ELC4	049001	ACG	214	RET-Man CWO 30yrs	MSEP	Mandatory Separation	Approved		07/14/2023	07/14/2023		N	4	11/01/2023	0	44444444	Danvers, Carolyn	ENLCO	420593	OS1	004708	ACG	104	20 Yr Ret	RET	Retirement	Approved	05/12/2022	05/23/2022	05/23/2022		N	5	11/01/2023	0	55555555	Banner, Bruce	ENLCO	455392	AETC	002169	ACG	104	20 Yr Ret	RET	Retirement	Approved	11/07/2022	11/29/2022	11/29/2022		N	6	11/01/2023	0	66666666	Storm, Jonathan	WARCG	204097	OSS2	007491	ACG	213	RET-Vol CWO 20yrs	VSEP	Voluntary Separation	Approved	11/02/2021	09/22/2022	09/22/2022		N
Row	Sep Effdt	Sequence	Emplid	Name	Business Unit	Job Code	Rank	Dept ID	Company	Sep Type Cdt	Sep Type Descr	Rqst Type Code	Request Type Descr	Req Status	Submitted	Apprv Date	Action Date	Sep Pay Type	Bonus																																																																																																																										
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FSMS Separation Orders Extract

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

Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p>  <p>Select the FSMS Separation Orders Extract option.</p> 

Continued on next page

FSMS Separation Orders Extract, Continued


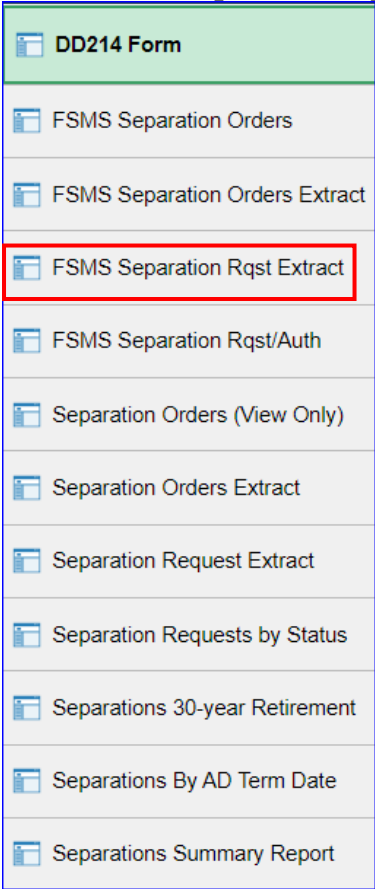
Procedures,
continued

Step	Action																																																																					
2	<p>Currently the FSMS Report option is available on the same tab. The Separations Orders Extract option opens in a new tab.</p> <p>Enter the Sep Date on or after date and the Sep Date on or before date. In the Regulatory Region field enter AD or select it from the lookup icon. Entering additional search criteria is optional. Click View Results.</p> <div data-bbox="316 707 1342 1240" style="border: 1px solid blue; padding: 5px;"> <p>CG_FMS_SEP_ORDERS_EXTRACT - FSMS Separation Orders Extract</p> <p>*Sep Date on or After <input type="text" value="11/01/2023"/> </p> <p>*Sep Date on or Before <input type="text" value="11/30/2023"/> </p> <p>*Regulatory Region <input type="text" value="AD"/> </p> <p>Order ID <input type="text" value="0"/> </p> <p>Empl ID <input type="text"/> </p> <p>Order Status <input type="text"/> </p> <p>Set ID (Use 00010 for CG) <input type="text"/> </p> <p>SPO Dept or Parent Dept <input type="text"/> </p> <p>Company <input type="text"/> </p> <p>View Results</p> </div>																																																																					
3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p> <div data-bbox="316 1352 1369 1682" style="border: 1px solid blue; padding: 5px;"> <p>Download results in: <input checked="" type="radio"/> Excel Spreadsheet <input type="radio"/> CSV Text File <input type="radio"/> XML File (547 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Order ID</th> <th>SPO Parent Dept</th> <th>Dept ID</th> <th>Dept Name</th> <th>Empld</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>SPD</th> <th>SPD Descr</th> <th>Re-enlistment Code</th> <th>Re-enlistment Descr</th> <th>Retirement Authorization</th> <th>Retirement Auth Descr</th> <th>REL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2765488</td> <td>LEVEL1</td> <td>042311</td> <td>BASE NOLA SPO (PS)</td> <td>777777</td> <td>0</td> <td>Grey, Jean</td> <td>Sep</td> <td>Finished</td> <td>11/01/2023</td> <td>11/02/2023</td> <td>11/01/2023</td> <td>Retirement/Resume Retirement</td> <td>08/29/2023</td> <td></td> <td>RBD</td> <td>Sufficient service for retirement</td> <td>RE2</td> <td>Ineligible for Reenlistment due to Retirement</td> <td>1</td> <td>ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 U.S.C. § 2306]</td> <td></td> </tr> <tr> <td>2</td> <td>2766879</td> <td>046734</td> <td>046733</td> <td>TRACEN YKTWIN PERS SVCS SEC</td> <td>888888</td> <td>0</td> <td>Blake, Donald</td> <td>Sep</td> <td>Finished</td> <td>11/01/2023</td> <td>11/02/2023</td> <td>11/01/2023</td> <td>Retirement/Resume Retirement</td> <td>10/02/2023</td> <td></td> <td>RBD</td> <td>Sufficient service for retirement</td> <td></td> <td></td> <td>J</td> <td>Warrant - At own request upon completion of 20 or more years active service [14 USC 1559e] 10 USC 8323 for reserve officers]</td> <td></td> </tr> </tbody> </table> </div>	Row	Order ID	SPO Parent Dept	Dept ID	Dept Name	Empld	Empl Record	Name	Order Type	Order Status	Begin Date	End Date	Termination Date	Termination Type Code	Depart Dt	Terminal Leave Begin Dt	SPD	SPD Descr	Re-enlistment Code	Re-enlistment Descr	Retirement Authorization	Retirement Auth Descr	REL	1	2765488	LEVEL1	042311	BASE NOLA SPO (PS)	777777	0	Grey, Jean	Sep	Finished	11/01/2023	11/02/2023	11/01/2023	Retirement/Resume Retirement	08/29/2023		RBD	Sufficient service for retirement	RE2	Ineligible for Reenlistment due to Retirement	1	ENLISTED - AT OWN REQUEST UPON COMPLETION OF 20 OR MORE YEARS ACTIVE SERVICE [14 U.S.C. § 2306]		2	2766879	046734	046733	TRACEN YKTWIN PERS SVCS SEC	888888	0	Blake, Donald	Sep	Finished	11/01/2023	11/02/2023	11/01/2023	Retirement/Resume Retirement	10/02/2023		RBD	Sufficient service for retirement			J	Warrant - At own request upon completion of 20 or more years active service [14 USC 1559e] 10 USC 8323 for reserve officers]	
Row	Order ID	SPO Parent Dept	Dept ID	Dept Name	Empld	Empl Record	Name	Order Type	Order Status	Begin Date	End Date	Termination Date	Termination Type Code	Depart Dt	Terminal Leave Begin Dt	SPD	SPD Descr	Re-enlistment Code	Re-enlistment Descr	Retirement Authorization	Retirement Auth Descr	REL																																																
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FSMS Separation Rqst Extract

Introduction This section provides the procedures for running the FSMS Separation Request (Rqst) Extract report.

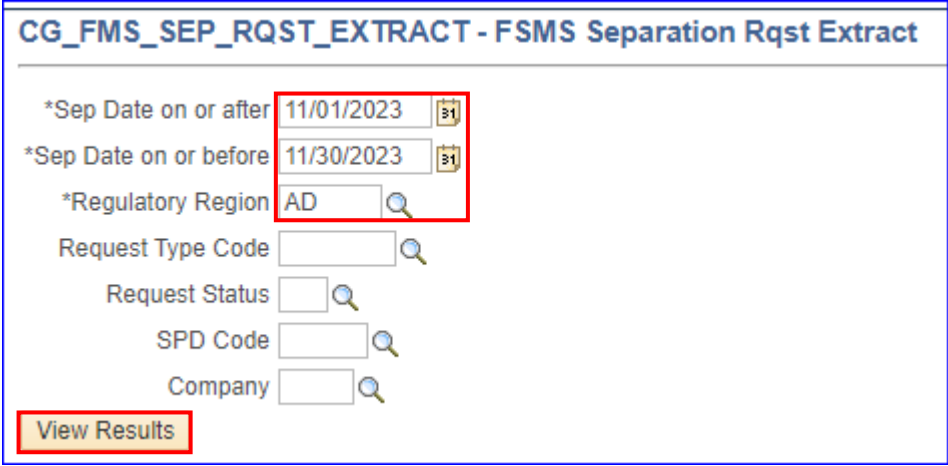
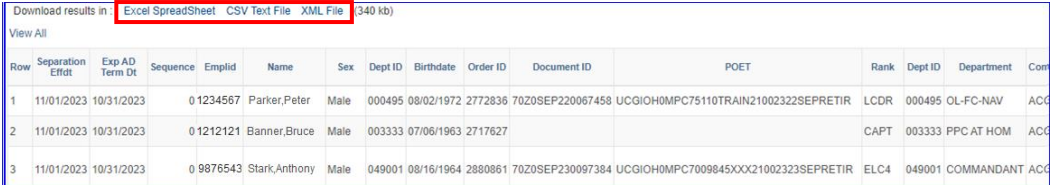
Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p>  <p>Select FSMS Separation Rqst Extract option.</p> 

Continued on next page

FSMS Separation Rqst Extract, Continued

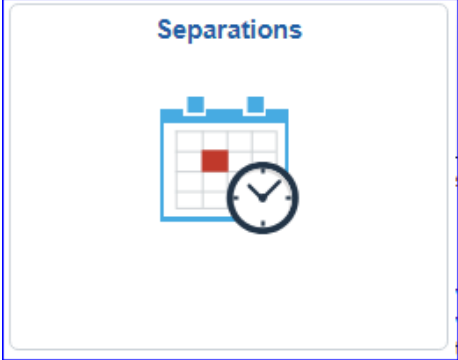
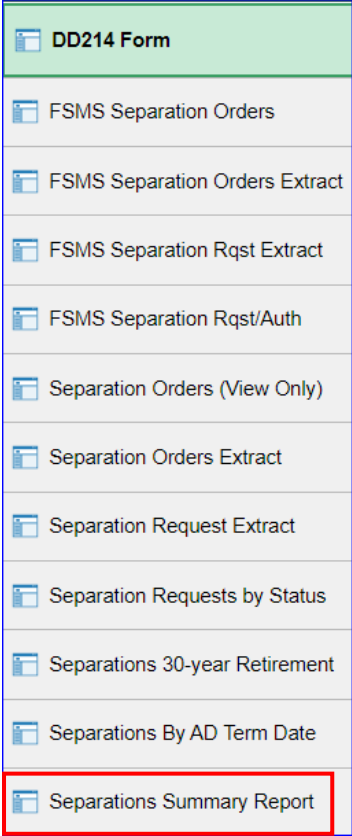
Procedures,
continued

Step	Action																																																																
2	<p>Currently the FSMS Report option is available on the same tab. The Separations Orders Extract option opens in a new tab.</p> <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" data-bbox="316 1317 1369 1451"> <thead> <tr> <th>Row</th> <th>Separation Effdt</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>Document ID</th> <th>POET</th> <th>Rank</th> <th>Dept ID</th> <th>Department</th> <th>Com</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/01/2023</td> <td>10/31/2023</td> <td>0</td> <td>1234567</td> <td>Parker,Peter</td> <td>Male</td> <td>000495</td> <td>08/02/1972</td> <td>2772836</td> <td>7020SEP220067458</td> <td>UCGIOH0MPC75110TRAIN21002322SEPRETIR</td> <td>LCDR</td> <td>000495</td> <td>OL-FC-NAV</td> <td>ACC</td> </tr> <tr> <td>2</td> <td>11/01/2023</td> <td>10/31/2023</td> <td>0</td> <td>1212121</td> <td>Banner,Bruce</td> <td>Male</td> <td>003333</td> <td>07/06/1963</td> <td>2717627</td> <td></td> <td></td> <td>CAPT</td> <td>003333</td> <td>PPC AT HOM</td> <td>ACC</td> </tr> <tr> <td>3</td> <td>11/01/2023</td> <td>10/31/2023</td> <td>0</td> <td>9876543</td> <td>Stark,Anthony</td> <td>Male</td> <td>049001</td> <td>08/16/1964</td> <td>2880861</td> <td>7020SEP230097384</td> <td>UCGIOH0MPC7009845XXX21002323SEPRETIR</td> <td>ELC4</td> <td>049001</td> <td>COMMANDANT</td> <td>ACC</td> </tr> </tbody> </table>	Row	Separation Effdt	Exp AD Term Dt	Sequence	Emplid	Name	Sex	Dept ID	Birthdate	Order ID	Document ID	POET	Rank	Dept ID	Department	Com	1	11/01/2023	10/31/2023	0	1234567	Parker,Peter	Male	000495	08/02/1972	2772836	7020SEP220067458	UCGIOH0MPC75110TRAIN21002322SEPRETIR	LCDR	000495	OL-FC-NAV	ACC	2	11/01/2023	10/31/2023	0	1212121	Banner,Bruce	Male	003333	07/06/1963	2717627			CAPT	003333	PPC AT HOM	ACC	3	11/01/2023	10/31/2023	0	9876543	Stark,Anthony	Male	049001	08/16/1964	2880861	7020SEP230097384	UCGIOH0MPC7009845XXX21002323SEPRETIR	ELC4	049001	COMMANDANT	ACC
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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>Click the Separations tile.</p>  <p>Select Separations Summary Report option.</p> 

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Separations Summary Report, Continued

Procedures,
continued

Step	Action
2	<p>Enter the employee ID and click View Results.</p> 
3	<p>The results can be saved to an Excel Spreadsheet, a CVS Text File or an HTML File.</p> 