# Separation Reports Overview

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**Introduction**

This guide provides the procedures for running Separation Reports in Direct Access (DA).

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**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.

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**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.
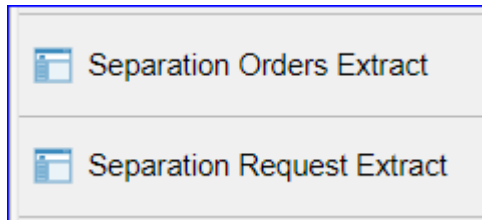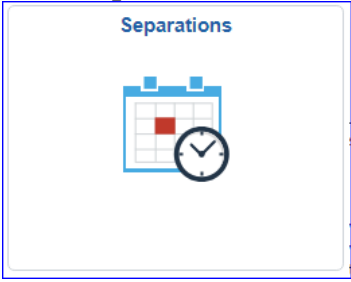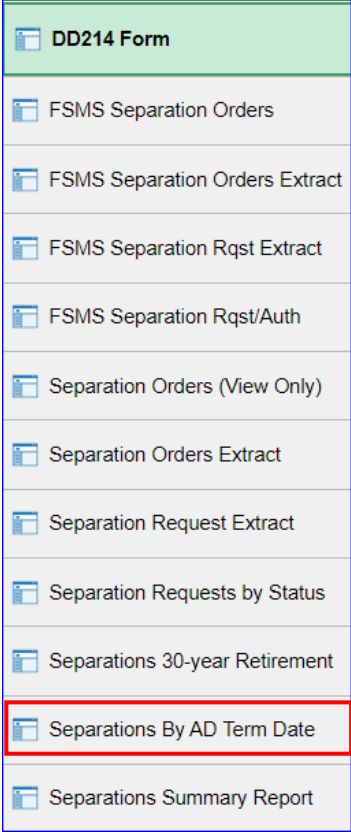


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**Contents**

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# 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.
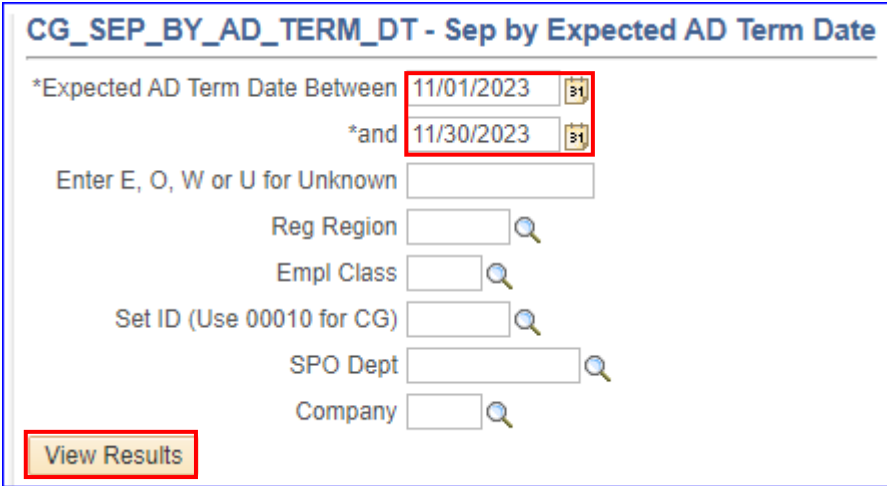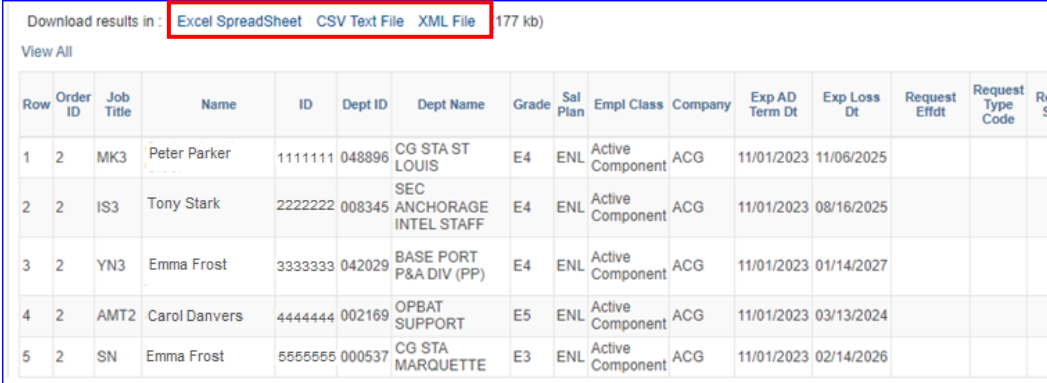
**Procedures** See below.

| Step | Action |
|------|--------|
| 1 | Click **Separations** tile.<br><br>Then select the **Separation by AD Term Date** option. |

# Separations by AD Term Date, Continued
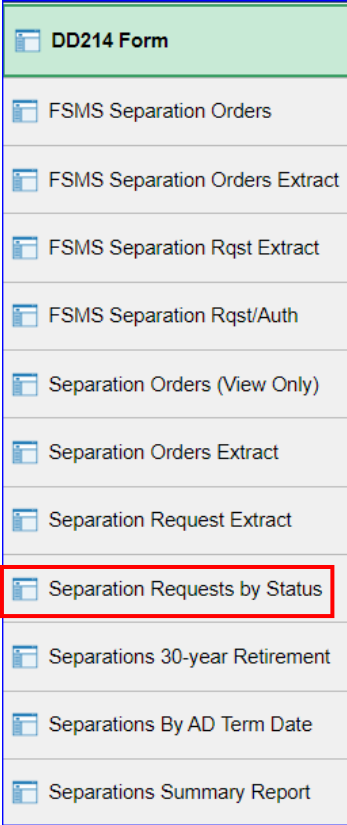
**Procedures**,
continued

| Step | Action |
|------|--------|
| 2 | 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**. <br><br> CG_SEP_BY_AD_TERM_DT - Sep by Expected AD Term Date <br> *Expected AD Term Date Between  11/01/2023 <br> *and  11/30/2023 <br> Enter E, O, W or U for Unknown <br> Reg Region <br> Empl Class <br> Set ID (Use 00010 for CG) <br> SPO Dept <br> Company <br> View Results |
| 3 | The results can be saved to an **Excel SpreadSheet**, a **CVS Text File** or an **HTML File**. |

Download results in : Excel SpreadSheet  CSV Text File  XML File  (177 kb)

View All

| 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 | R |
|-----|----------|-----------|------|-----|---------|-----------|-------|----------|------------|---------|----------------|-------------|---------------|-------------------|---|
| 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 | | | |

# Separation Requests by Status

| | |
|---|---|
| **Introduction** | This section provides the procedures for running the Separation Request by Status report. |
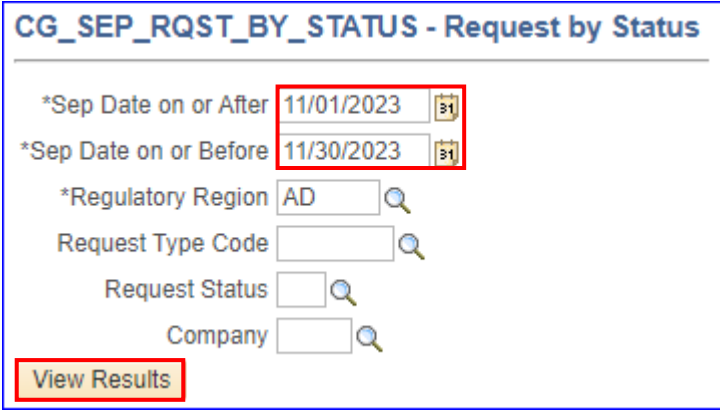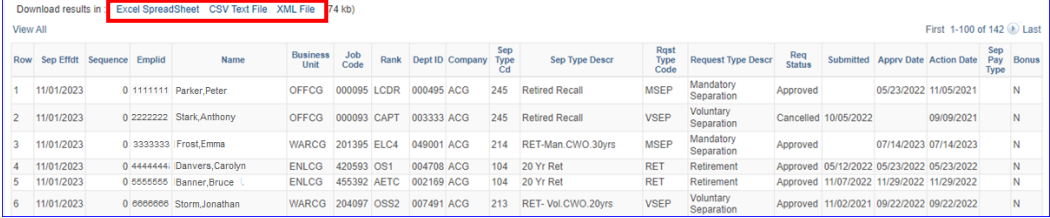
**Procedures**    See below.

| Step | Action |
|---|---|
| 1 | Click the **Separations** tile.<br><br>Select the **Separation Requests by Status** option. |

# Separation Requests by Status, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 2 | 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**.<br><br> |
| 3 | The results can be saved to an **Excel SpreadSheet**, a **CVS Text File** or an **HTML File**.<br><br> |

# FSMS Separation Orders Extract

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

**Procedures** See below.

| Step | Action |
|------|--------|
| 1 | Click the **Separations** tile. <br><br> Select the **FSMS Separation Orders Extract** option. |

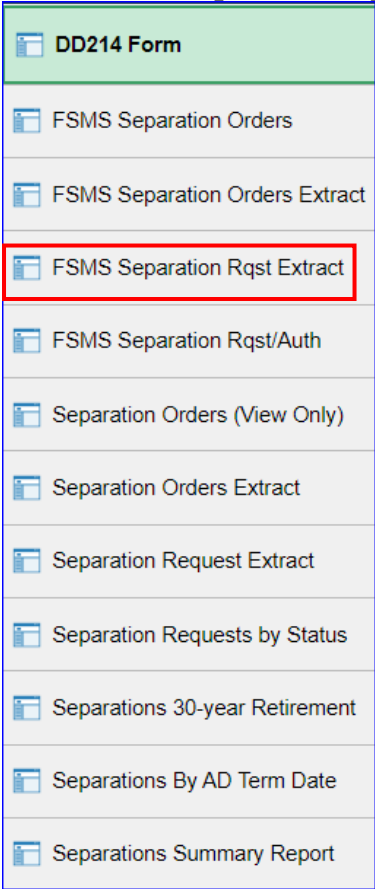# FSMS Separation Orders Extract, Continued

**Procedures,**
continued

| Step | Action |
|---|---|
| 2 | Currently the FSMS Report option is available on the same tab. The Separations Orders Extract option opens in a new tab.<br><br>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**.<br><br>CG_FMS_SEP_ORDERS_EXTRACT - FSMS Separation Orders Extract<br><br>*Sep Date on or After 11/01/2023<br>*Sep Date on or Before 11/30/2023<br>*Regulatory Region AD<br>Order ID 0<br>Empl ID<br>Order Status<br>Set ID (Use 00010 for CG)<br>SPO Dept or Parent Dept<br>Company<br><br>View Results |
| 3 | The results can be saved to an **Excel SpreadSheet**, a **CVS Text File** or an **HTML File**.<br><br>Download results in: Excel SpreadSheet CSV Text File XML File (547 kb)<br>View All |

# FSMS Separation Rqst Extract

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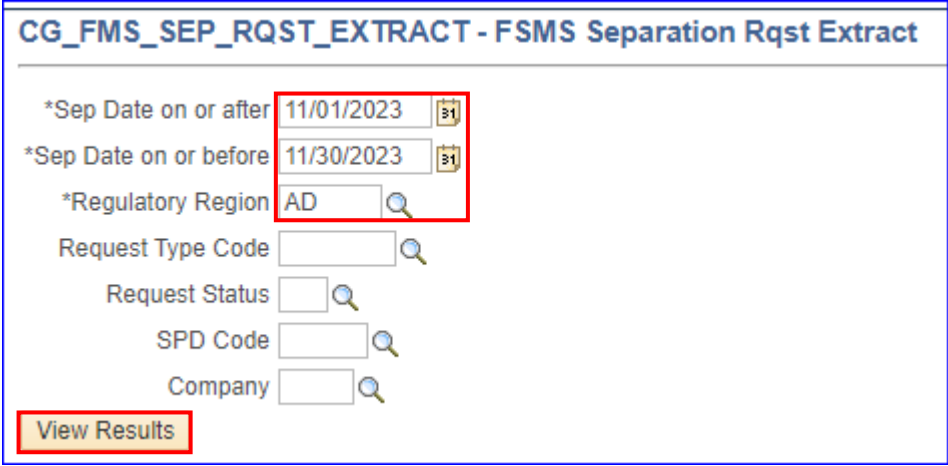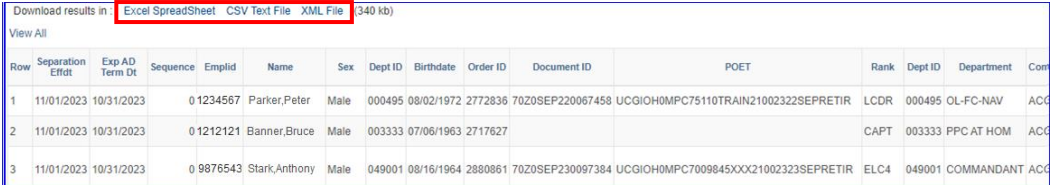
**Procedures**     See below.

| Step | Action |
|------|--------|
| 1 | Click the **Separations** tile.<br><br>Select **FSMS Separation Rqst Extract** option. |

# FSMS Separation Rqst Extract, Continued
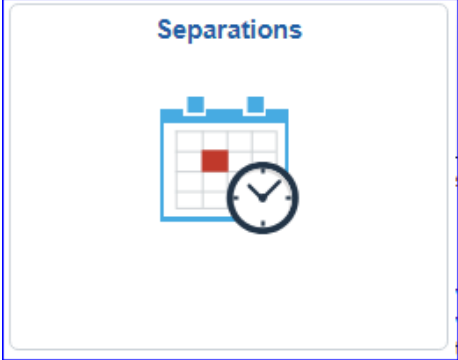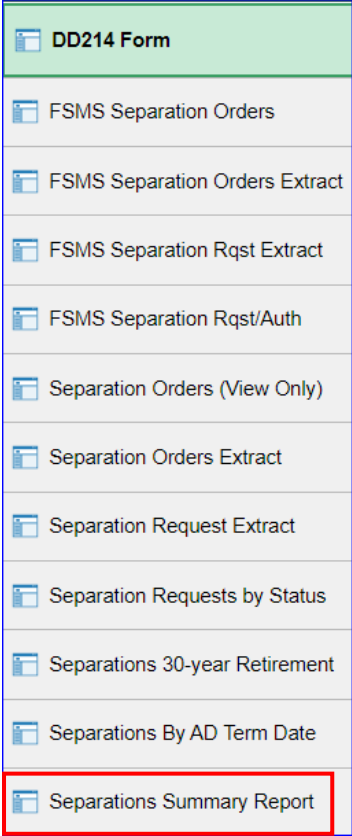
**Procedures**,
continued

| Step | Action |
|------|--------|
| 2 | Currently the FSMS Report option is available on the same tab. The Separations Orders Extract option opens in a new tab.<br><br>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**.<br><br> |
| 3 | The results can be saved to an **Excel SpreadSheet**, a **CVS Text File** or an **HTML File**.<br><br> |

# 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 | Click the **Separations** tile.<br><br>Select **Separations Summary Report** option. |

# Separations Summary Report, Continued

**Procedures,**
continued

| Step | Action |
|------|--------|
| 2 | Enter the employee **ID** and click **View Results**.<br><br>**CG_SEP_SUMMARY_RPT - Separation Summary Report**<br><br>*ID 1234567<br><br>View Results<br><br>| Row | ID | Empl Record | Separation Effdt | Rqst Type Code | Request | |
| 3 | The results can be saved to an **Excel SpreadSheet**, a **CVS Text File** or an **HTML File**.<br><br>CG_SEP_SUMMARY_RPT - Separation Summary Report<br><br>*ID 1234567<br>View Results<br>Download results in  Excel SpreadSheet  CSV Text File  XML File  (1 kb)<br>View All                                                                                                   First 1-2 of 2 Last<br>| Row | ID | Empl Record | Separation Effdt | Rqst Type Code | Request Type | Req Status | Apprv Date | Amended | Requested By | TONO | Separation Type | Separation Type | Article/Law | SPD Code | SPD Code Descr | ENL Char of Service | Earn Type |<br>| 1 | 1234567 | 0 | 09/01/2023 | VSEP | Voluntary Separation | Approved | 02/28/2023 | Y | Member | 245 | | Retired Recall | Military Separation COMDTINST M1000.4 ART. 1 A.16 | VBK | Completion of required active service | Honorable | |<br>| 2 | 1234567 | 0 | 11/01/2023 | VSEP | Voluntary Separation | Cancelled | | Y | Member | 245 | | Retired Recall | Military Separation COMDTINST M1000.4 ART. 1 A.16 | VBK | Completion of required active service | Honorable | | |