

Discharge End of Enlistment

Introduction This guide provides the procedures for completing Discharge Orders in Direct Access (DA) when a Separation Request was entered by Personnel Service Center (PSC).

Orders Integration Process After the order has been placed into a Ready status, the order will be picked up by the Orders Integration Process (OIP) a few days before their separation date. OIP will build the termination Job row and put the order into a Finished status.

Routing a SEP order for approval **after** it is placed in a Ready status will result in an error stating: *Could not find order approval for EMPLID 1234567. The approval request will need to be withdrawn to let the OIP process run successfully.*

SEP Order and Payout The Separation Order **MUST** be approved by the SPO Data Entry Cut Off date for the pay calendar of the member's departure from the unit.

See the Military Payroll Processing Schedule located on MAS' webpage: [Military Accounts Support \(MAS\) \(uscg.mil\)](#).

Known Issue: Approval of DD-214s for Reservists **IMPORTANT** – When processing a Separation Order for a Reserve member, always approve the DD-214 **before** the member's official Separation Date. **Once the Order Status has been set to Ready, the DD-214 should be Finalized.**

If the Separation Order is set to Finished before the DD-214 is Finalized, the information transmitted to the Defense Manpower Data Center (DMDC) will be incomplete. **DMDC reports that the SPD Code, Character of Service, and Reenlistment Eligibility Code are not received if the DD-214 is Finalized AFTER the Separation Order's status is set to Finished.**

The missing data adversely impacts the member's access to benefits and entitlements.

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Funding Tab/POET Details

The P&As are expected to enter the **Cost Totals** on the Funding tab when completing a Separation Order. It is recommended to have the member’s travel & relocation entitlements calculated prior to starting the Separation Order. Required Cost Total funding types include:

- Member Travel (Per Diem & MALT)
- Dependent Travel (Per Diem & MALT)
- Household Good (see [Estimates: Household Goods](#))
- Privately Owned Vehicles (POV Shipment, see [Estimates: POV/NTS](#))
- Non-Temporary Storage (see [Estimates: POV/NTS](#))
- Personally Procured Move (see [Personally Procured Move \(PPM\)](#))

Estimates: Household Goods

When processing Separation Orders, if the HHG estimate is \$0.00 but HHGs are authorized, update the amount using the chart below. **If the order already has a HHG cost estimate, do NOT change it.** For paygrades E9, W3, and O1 enter \$5000.00.

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	\$889.05	W2	\$2,831.40
E3	\$1,110.16	W3	\$5,000.00
E4	\$1,245.52	W4	\$3,151.47
E5	\$2,310.14	O1	\$5,000.00
E6	\$3,001.32	O2	\$2,211.75
E7	\$3,745.58	O3	\$2,877.28
E8	\$4,406.10	O4	\$4,065.32
E9	\$5,000.00	O5	\$5,052.07
		O6	\$5,804.70

Estimates: POV/NTS

If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000.00 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled to **Non-Temporary Storage**, enter \$500.00 in the Non-Temporary Storage Cost Total on the Funding tab.

Personally Procured Move (PPM)

If the member will be performing a Personally Procured Move (PPM), **the estimated coast for a PPM must be entered on the Separation Order**. The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer. **Use the estimated cost provided on the DD-2278 to populate the Personally Procured Move Cost Total on the Funding tab.**

Changes to Funding


If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line are not needed, **DO NOT CHANGE IT TO \$0.00.** Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example - If the member's Order has the following:
 \$1000.00 Member Travel - Document Number 70Z0PCS220032920
 \$100.00 Dependent Travel - Document Number 70Z0PCS220032920
 \$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, it **WILL error out.**

Procedures

See below.

Step	Action
1	Click the Separations tile. <div data-bbox="327 996 641 1243" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: blue;">Separations</p>  </div>
2	Select the FSMS Separation Orders option. <div data-bbox="327 1317 651 1713" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 2px;">DD214 Form <li style="border: 2px solid red; padding: 2px;">FSMS Separation Orders <li style="padding: 2px;">FSMS Separation Orders Extract <li style="padding: 2px;">FSMS Separation Rqst Extract <li style="padding: 2px;">FSMS Separation Rqst/Auth <li style="padding: 2px;">Separation Orders (View Only) <li style="padding: 2px;">Separation Orders Extract <li style="padding: 2px;">Separation Request Extract </div>

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Discharge End of Enlistment, Continued

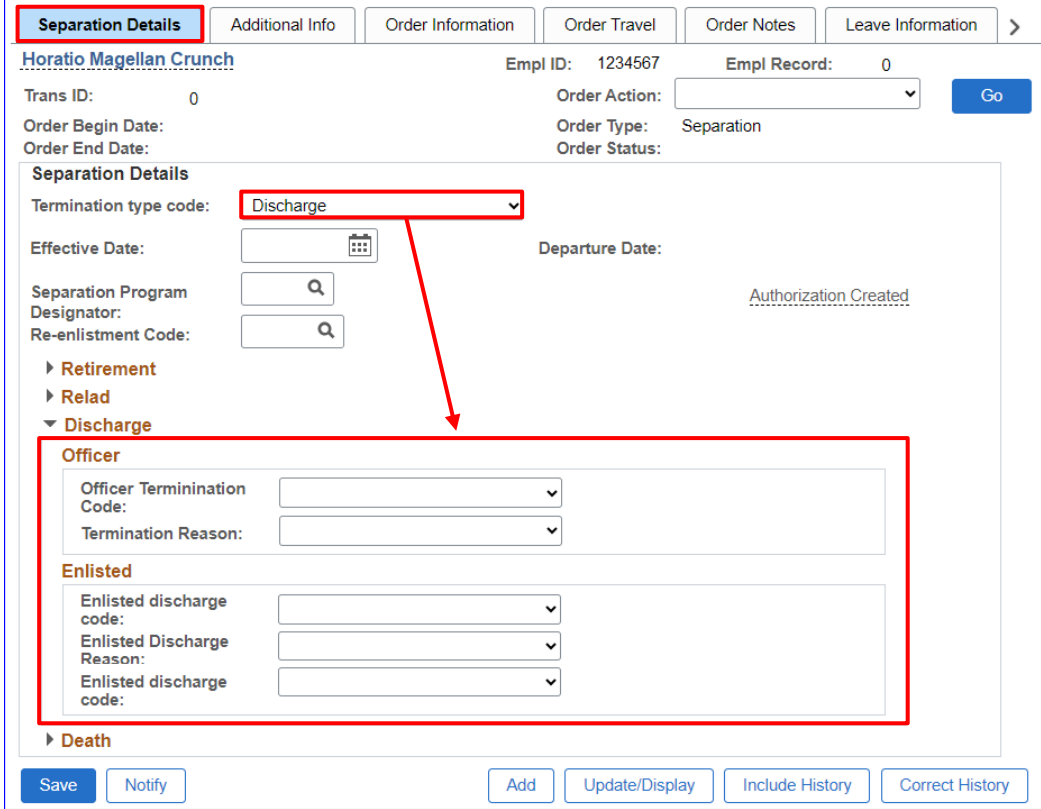
Procedures,
continued

Step	Action
<p>3</p>	<p>Select Add a New Value.</p> <div data-bbox="327 495 1145 1189" style="border: 1px solid black; padding: 5px;"> <p>FSMS Separation Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Order Type <input type="text" value="="/> <input type="text" value="Separation"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text"/></p> <p> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>
<p>4</p>	<p>Enter the member's Empl ID and click Add.</p> <div data-bbox="327 1267 1066 1671" style="border: 1px solid black; padding: 5px;"> <p>FSMS Separation Orders</p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #4a86e8; color: white;" type="button" value="Add a New Value"/> </p> <p>Trans ID <input type="text" value="0"/></p> <p>Empl ID <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p><input style="background-color: #4a86e8; color: white; border: 2px solid red;" type="button" value="Add"/></p> </div>

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Discharge End of Enlistment, Continued

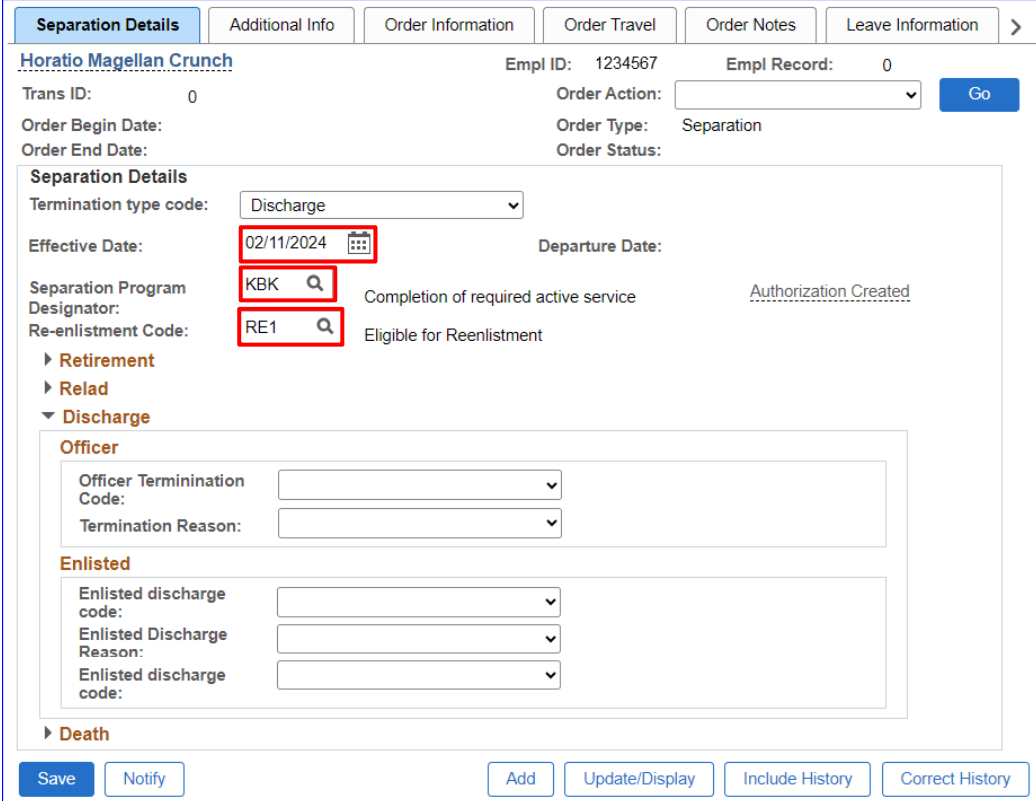
Procedures,
continued

Step	Action
5	<p data-bbox="325 461 1350 562">On the Separation Details tab: Using the Termination type code drop-down, select Discharge. Once Discharge is selected, the Discharge section will automatically expand.</p> <div data-bbox="325 566 1369 1373">  <p>The screenshot shows the 'Separation Details' tab for employee Horatio Magellan Crunch (Empl ID: 1234567). The 'Termination type code' dropdown is set to 'Discharge'. Below this, the 'Discharge' section is expanded, showing fields for Officer Termination Code, Termination Reason, Enlisted discharge code, Enlisted Discharge Reason, and Enlisted discharge code. A red box highlights this expanded section, and a red arrow points from the 'Discharge' dropdown to it. Other tabs include 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', and 'Leave Information'. Buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.</p> </div>

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Discharge End of Enlistment, Continued

Procedures,
continued

Step	Action
6	<p>In the Separations Details section:</p> <ul style="list-style-type: none"> • Enter the Effective Date – will be the member’s last day of Active Duty (AD). • Using the Lookup, select the appropriate Separation Program Designator (SPD). • Using the Lookup, select the appropriate Re-enlistment Code. 

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Discharge End of Enlistment, Continued

Procedures,
continued

Step	Action
7	<p>IMPORTANT: Populate either the Officer Termination Code or Enlisted discharge code field per the member's paygrade. This must be entered here so it will populate the member's DD-214. ONLY enter information in ONE field. Click Save.</p> <p>OFFICER:</p> <div data-bbox="327 674 1366 1176"> <p>▼ Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text" value="Acceptance of Resignation"/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> <p>► Death</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/></p> </div> <p>ENLISTED:</p> <div data-bbox="327 1249 1366 1771"> <p>▼ Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text"/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> <p>► Death</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/></p> </div>

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Discharge End of Enlistment, Continued

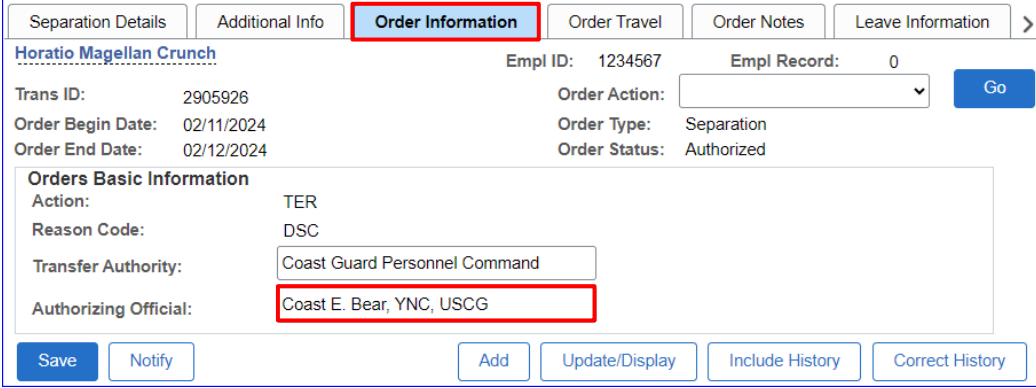
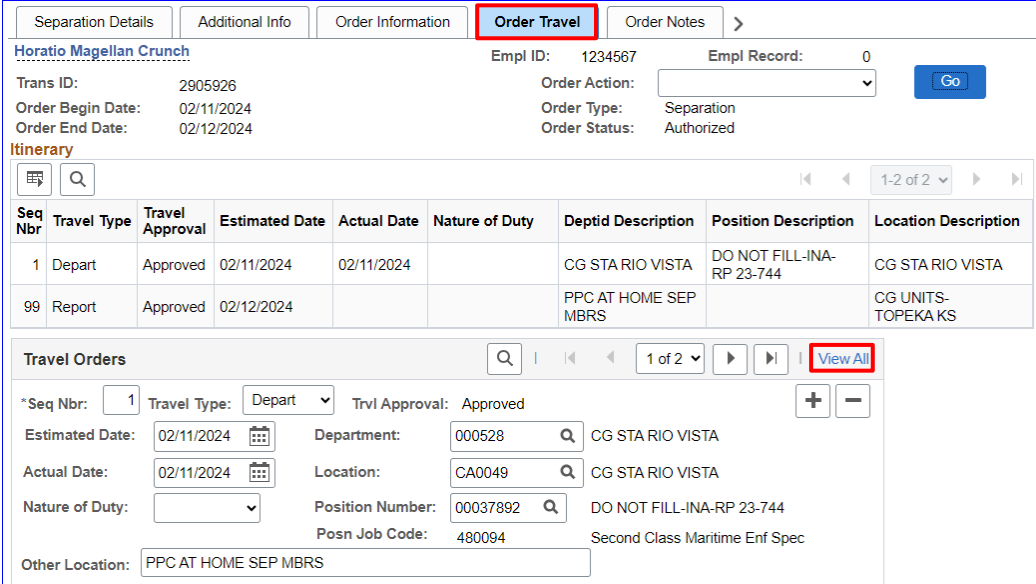
Procedures,
continued

Step	Action
<p>8</p>	<p>Saving will generate a Trans ID and will change the Order Status to Authorized.</p> <div data-bbox="327 488 1366 1328"> <p> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information > </p> <p>Horatio Magellan Crunch Empl ID: 1234567 Empl Record: 0</p> <p> Trans ID: 2905926 Order Action: <input type="text"/> <input type="button" value="Go"/> </p> <p> Order Begin Date: 02/11/2024 Order Type: Separation </p> <p> Order End Date: 02/12/2024 Order Status: Authorized </p> <p>Separation Details</p> <p> Termination type code: <input type="text" value="Discharge"/> </p> <p> Effective Date: <input type="text" value="02/11/2024"/> Departure Date: 02/11/2024 </p> <p> Separation Program Designator: <input type="text" value="KBK"/> Completion of required active service Authorization Created </p> <p> Re-enlistment Code: <input type="text" value="RE1"/> Eligible for Reenlistment </p> <ul style="list-style-type: none"> ▶ Retirement ▶ Relad ▼ Discharge <div data-bbox="363 943 1243 1240"> <p>Officer</p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text"/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text" value="Expiration of Enlistment"/></p> <p>Enlisted discharge code: <input type="text" value="Rcmd Reenl but does not desire"/></p> </div> ▶ Death <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div>
<p>9</p>	<p>Select the Additional Info tab. All information on this tab is entered by PSC and cannot be edited.</p> <div data-bbox="327 1440 1366 1794"> <p> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information > </p> <p>Horatio Magellan Crunch Empl ID: 1234567 Empl Record: 0</p> <p> Trans ID: 2905926 Order Action: <input type="text"/> <input type="button" value="Go"/> </p> <p> Order Begin Date: 02/11/2024 Order Type: Separation </p> <p> Order End Date: 02/12/2024 Order Status: Authorized </p> <p>Separation Details</p> <p> Element Name: Separation Pay Type: Job Code: Salary Grade: </p> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div>

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Discharge End of Enlistment, Continued

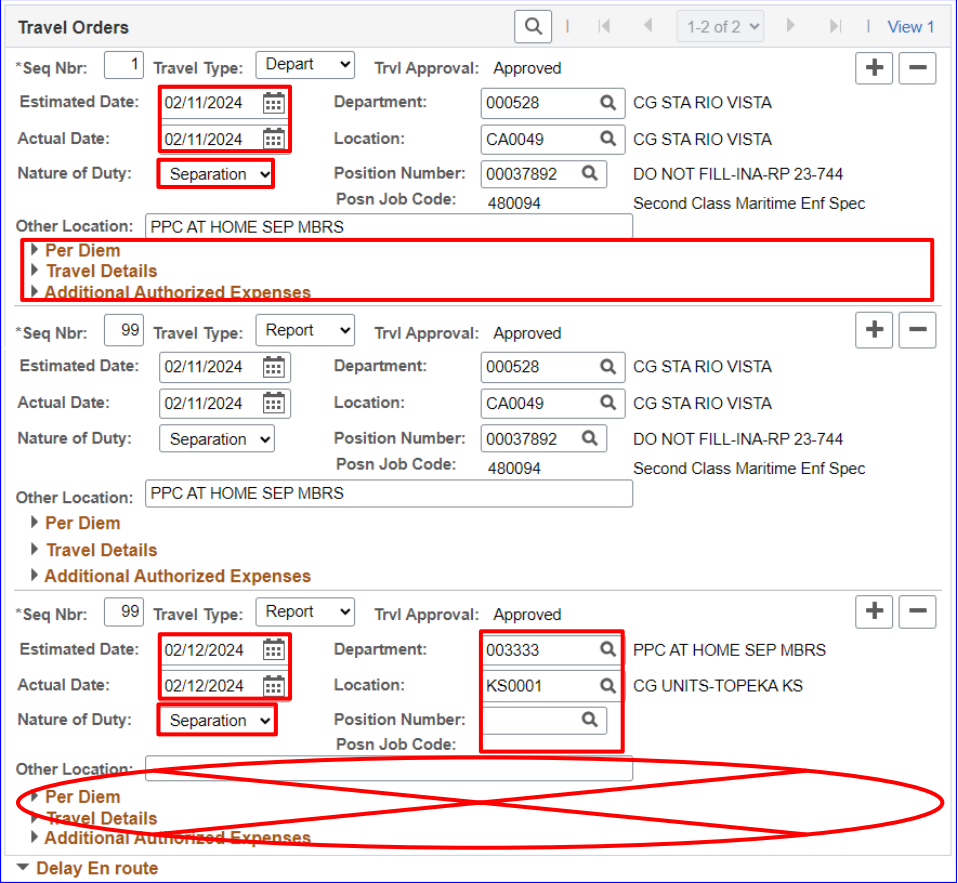
Procedures,
continued

Step	Action
<p>10</p>	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official.</p> 
<p>11</p>	<ul style="list-style-type: none"> • Select the Order Travel tab. • Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows. 

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Discharge End of Enlistment, Continued

Procedures,
continued

Step	Action
12	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> • The Estimated Date and Actual Date should auto-populate. If they don't, enter the Estimated Date and Actual Date (should be the effective date of separation, as entered in Step 5). • Select Separation for the Nature of Duty drop-down. • Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member. <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> • Enter the Actual Date (same as estimated). • Select Separation from the Nature of Duty drop-down. • Verify the Department for separation is 003333. • Verify the Location is KS0001 • The Position Number and Posn Job Code should be blank. • The Other Location, Per Diem, Travel Details and Additional Authorized Expenses sections are not used for Discharges. 

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Discharge End of Enlistment, Continued

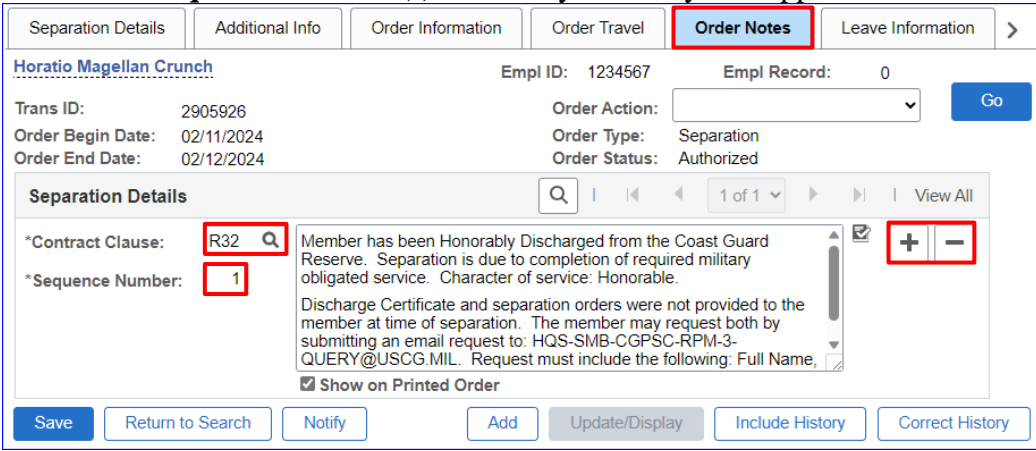
Procedures,
continued

Step	Action																																				
<p>13</p>	<p>Delay En Route: Enter any Terminal Leave the member plans to take. The End Date cannot go beyond the Discharge date. Terminal Leave (INCONUS or OUTCONUS) MUST be the last entry for the Delay En Route section.</p> <p>NOTE: SPOs/(PSI) P&As 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="327 689 1369 833"> <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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/15/2024</td> <td>02/11/2024</td> <td>Terminal Leave INCONUS</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>		Begin Date	End Date	Delay En route	Days			1	01/15/2024	02/11/2024	Terminal Leave INCONUS		+	-																						
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<p>14</p>	<p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> • Select the Auth for Travel box for the appropriate dependents. • If the dependents do not auto-populate, use the Dep/Benef lookup, and select each one, as appropriate. • Click Save. <div data-bbox="327 1032 1369 1225"> <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>Date of Birth</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>02</td> <td>Duck, Daisy A.</td> <td>Spouse</td> <td>Married</td> <td>05/15/2023</td> <td>N</td> <td>04/05/1990</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p> <input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div>		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth			1	<input checked="" type="checkbox"/>	02	Duck, Daisy A.	Spouse	Married	05/15/2023	N	04/05/1990	+	-														
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<p>15</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p> <div data-bbox="327 1310 1369 1955"> <p>Separation Details Additional Info Order Information Order Travel Order Notes ></p> <p>Horatio Magellan Crunch Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2905926 Order Action: <input type="text" value=""/> <input type="button" value="Go"/></p> <p>Order Begin Date: 02/11/2024 Order Type: Separation</p> <p>Order End Date: 02/12/2024 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> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>01/15/2024</td> <td></td> <td>Terminal Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>02/11/2024</td> <td>02/11/2024</td> <td>Separation</td> <td>CG STA RIO VISTA</td> <td>DO NOT FILL-INA-RP 23-744</td> <td>CG STA RIO VISTA</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>02/12/2024</td> <td>02/12/2024</td> <td>Separation</td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p>Travel Orders</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 02/11/2024 Department: 000528 CG STA RIO VISTA</p> <p>Actual Date: 02/11/2024 Location: CA0049 CG STA RIO VISTA</p> <p>Nature of Duty: Separation Position Number: 00037892 DO NOT FILL-INA-RP 23-744</p> <p>Posn Job Code: 480094 Second Class Maritime Enf Spec</p> <p>Other Location: PPC AT HOME SEP MBRS</p> <p>▶ Per Diem</p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				01/15/2024		Terminal Leave INCONUS				1	Depart	Approved	02/11/2024	02/11/2024	Separation	CG STA RIO VISTA	DO NOT FILL-INA-RP 23-744	CG STA RIO VISTA	99	Report	Approved	02/12/2024	02/12/2024	Separation	PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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Discharge End of Enlistment, Continued

Procedures,
continued

Step	Action
<p>16</p>	<ul style="list-style-type: none"> • Select the Order Notes tab. • Enter the appropriate Contract Clause(s) (Order Notes) using the lookup icon and edit as appropriate. • Use the Plus (+) and Minus (-) buttons to add or remove rows as necessary. • Enter the Sequence Number(s) to identify how they will appear on the orders. 

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Discharge End of Enlistment, Continued


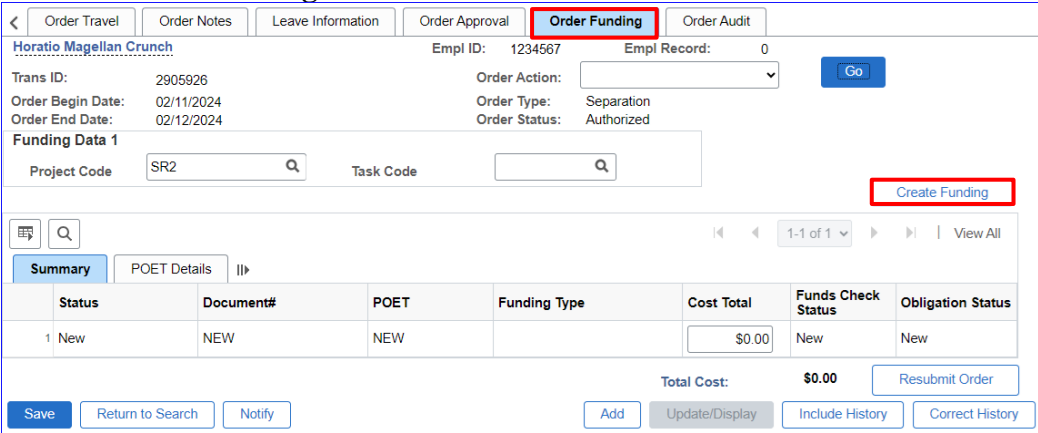
Procedures,
continued

Step	Action																																																																		
<p>17</p>	<p>Select the Leave Information tab.</p> <p>Notice the Terminal Leave (Days) entered in the Delay En route section is reflected here. Any remaining Leave Balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> • Leave Balance – Balance as of current pay/absence calendar. • Cumulative Sold Leave – Number of leave days sold in the member's military career (if any). • Total to Carry Over (Days) – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. **Use this for members: <ul style="list-style-type: none"> ▪ Wishing to carry over leave to another branch of the service, ▪ If the member is immediately being rehired (with no break). <p>** This field is required for any Direct Commissioned Officer going from Enlisted to Officer. The Total to Carry over (days) MUST match the leave balance. If not used, the system will erroneously sell the leave and the PPC trouble ticket will need to be submitted to correct the leave balances created debts.</p> <ul style="list-style-type: none"> • Terminal Leave (Days) – Sum of terminal leave days specified on the Order Travel tab. <p>Click Save.</p> <div data-bbox="325 1216 1369 1608" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Separation Details</td> <td style="text-align: center;">Additional Info</td> <td style="text-align: center;">Order Information</td> <td style="text-align: center;">Order Travel</td> <td style="text-align: center;">Order Notes</td> <td style="text-align: center;">Leave Information ></td> </tr> <tr> <td colspan="2">Horatio Magellan Crunch</td> <td>Empl ID: 1234567</td> <td colspan="3">Empl Record: 0</td> </tr> <tr> <td>Trans ID: 2905926</td> <td colspan="2">Order Action: <input type="text"/></td> <td colspan="3" style="text-align: right;"><input type="button" value="Go"/></td> </tr> <tr> <td>Order Begin Date: 02/11/2024</td> <td colspan="2">Order Type: Separation</td> <td colspan="3"></td> </tr> <tr> <td>Order End Date: 02/12/2024</td> <td colspan="2">Order Status: Authorized</td> <td colspan="3"></td> </tr> <tr> <td colspan="6">Leave Balances</td> </tr> <tr> <td>Leave Balance:</td> <td style="text-align: center;"><input style="width: 100px;" type="text" value="18.000000"/></td> <td>Cumulative Sold Leave:</td> <td colspan="3" style="text-align: center;"><input style="width: 100px;" type="text" value="0.000000"/></td> </tr> <tr> <td colspan="6">Leave Disposition</td> </tr> <tr> <td>Total to Carry Over (Days):</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="0.0"/></td> <td>Terminal Leave Begin:</td> <td colspan="3">01/15/2024</td> </tr> <tr> <td>Terminal Leave (Days):</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="28.0"/></td> <td>Terminal Leave End:</td> <td colspan="3">02/11/2024</td> </tr> <tr> <td colspan="6" style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </td> </tr> </table> </div> <p>This Message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> <div data-bbox="325 1709 1369 1883" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Warning -- Leave Carryover should only be recorded in the case of: (30013,83)</p> <p style="text-align: center;">(a) a reservist being RELAD to SELRES status; or (b) a member being discharged and electing to carry over leave to another branch of Service. Erroneous Leave Carryover entries will cause significant indebtedness issues.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information >	Horatio Magellan Crunch		Empl ID: 1234567	Empl Record: 0			Trans ID: 2905926	Order Action: <input type="text"/>		<input type="button" value="Go"/>			Order Begin Date: 02/11/2024	Order Type: Separation					Order End Date: 02/12/2024	Order Status: Authorized					Leave Balances						Leave Balance:	<input style="width: 100px;" type="text" value="18.000000"/>	Cumulative Sold Leave:	<input style="width: 100px;" type="text" value="0.000000"/>			Leave Disposition						Total to Carry Over (Days):	<input style="width: 50px;" type="text" value="0.0"/>	Terminal Leave Begin:	01/15/2024			Terminal Leave (Days):	<input style="width: 50px;" type="text" value="28.0"/>	Terminal Leave End:	02/11/2024			<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/>					
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Discharge End of Enlistment, Continued

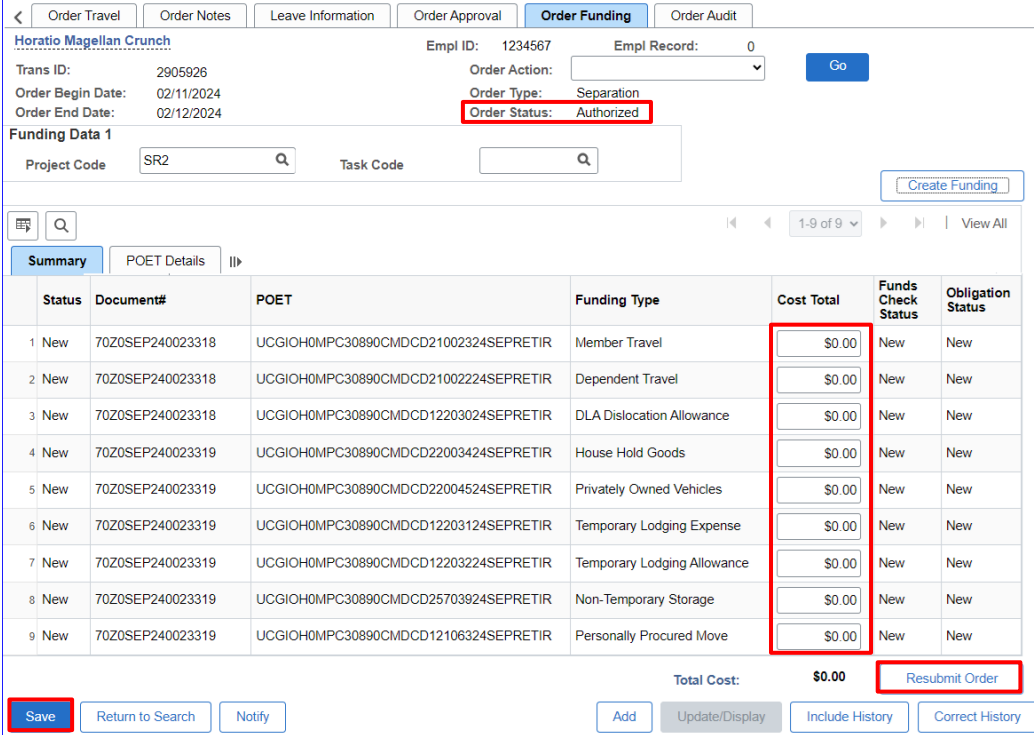
Procedures,
continued

Step	Action
18	<p>Click the continuation arrow to access additional tabs.</p> 
19	<ul style="list-style-type: none"> • Select the Order Funding tab. • Click Create Funding. 

Continued on next page

Discharge End of Enlistment, Continued

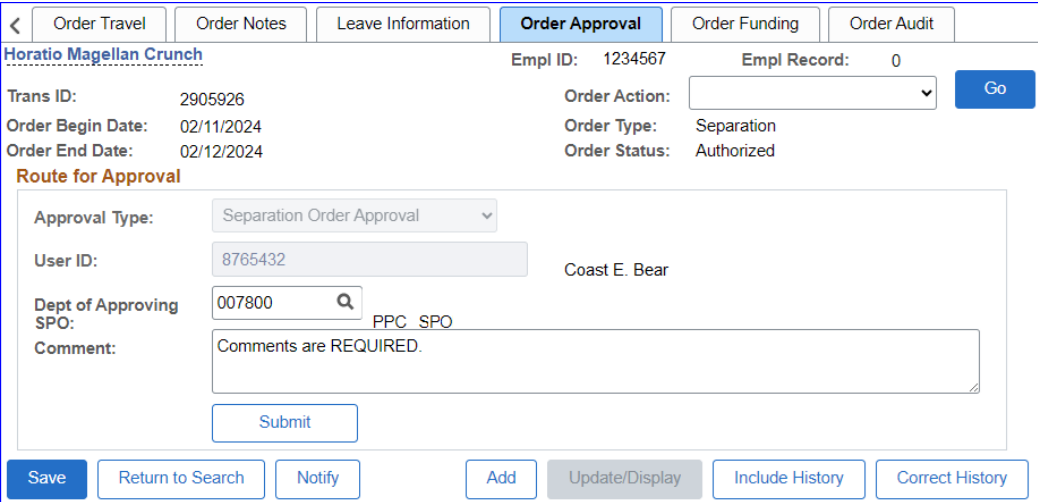
Procedures,
continued

Step	Action																																																																						
20	<p>This will generate the POET Details. Enter the Cost Totals for each Funding Type per member's intentions as authorized (see NOTE 1). Click Resubmit Order, then click Save. The Order Status will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see NOTE 2).</p> <p>NOTE 1: If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see the Estimates: Household Goods section at the beginning of this guide and update accordingly, See the Personally Procured Move (PPM) section for obtaining the estimated cost for a PPM.</p> <p>NOTE 2: This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the Order Status will update to Awaiting \$ and then back to Authorized. It may be necessary to exit the Order (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. Once the Order Status indicates Authorized, continue to Step 22. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' section for member Horatio Magellan Crunch. It includes fields for Trans ID (2905926), Order Begin Date (02/11/2024), and Order End Date (02/12/2024). The Order Type is 'Separation' and the Order Status is 'Authorized'. A table lists 9 funding items, all with a cost of \$0.00. The 'Total Cost' is \$0.00. The 'Resubmit Order' button is highlighted in red.</p> <table border="1" data-bbox="327 1344 1364 1724"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr><td>New</td><td>70Z0SEP240023318</td><td>UCGIOH0MPC30890CMD21002324SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023318</td><td>UCGIOH0MPC30890CMD21002224SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023318</td><td>UCGIOH0MPC30890CMD212203024SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD22003424SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD22004524SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD212203124SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD212203224SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD225703924SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>New</td><td>70Z0SEP240023319</td><td>UCGIOH0MPC30890CMD212106324SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	New	70Z0SEP240023318	UCGIOH0MPC30890CMD21002324SEPRETIR	Member Travel	\$0.00	New	New	New	70Z0SEP240023318	UCGIOH0MPC30890CMD21002224SEPRETIR	Dependent Travel	\$0.00	New	New	New	70Z0SEP240023318	UCGIOH0MPC30890CMD212203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD22003424SEPRETIR	House Hold Goods	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD212203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD212203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD225703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	New	70Z0SEP240023319	UCGIOH0MPC30890CMD212106324SEPRETIR	Personally Procured Move	\$0.00	New	New
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Discharge End of Enlistment, Continued

Procedures,
continued

Step	Action
<p>21</p>	<ul style="list-style-type: none"> • Select the Order Approval tab. • Enter Comments as appropriate. • Click Submit. 
<p>22</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>NOTE: SPOs/(PSI)P&As 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> 