

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD

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

Important Information All Long-Term Reserve Orders should be RELAD to the IRR except for Involuntary Title 10 orders and members attached to a PSU (unless they applied and received an assignment from RPM-2, IAW the current assignment year (AY) kickoff message).

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 \(MAS\) \(uscg.mil\)](https://www.uscg.mil/military-accounts-support).

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

Completing the DD-214 When completing the DD-214, ensure all fields are formatted correctly and do **NOT** contain extra characters, punctuation, etc. If the DD-214 is not formatted correctly, it will fail when transmitted to DMDC resulting in the member not receiving their benefits authorized upon release from the Active Duty.

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Known Issue: Sometimes the Step Entry Date erroneously changes after a RELAD is approved. Once the RELAD transaction has been approved, verify that the RELAD Job Data row has been built. While there, click the salary Plan tab and verify that the member’s Step Entry Date did not erroneously change (it should match the Step Entry Date on the previous row). IF this date changed, submit a trouble ticket through [PPC Customer Care](#) for correction.

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
- Dependent Travel
- 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

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

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 cost for a PPM must be entered on the Separation Order.** Use the estimated cost provided on the DD-2278 by the **Transportation Officer 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 the 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.**

SGLI / FSGLI / TSGLI Coverage SGLI / FSGLI / TSGLI terminates effective the first day of the month following separation for all separation orders. For Reserve members being RELAD to the SELRES, their coverage will continue. For Reserve members being RELAD to the IRR, their coverage will be terminated. IRR members are not eligible for coverage. Members who have approved orders to Drill for Points Only (DFPO) from RPM will need to fill out an [SGLV-8286 form](#) and submit it along with premium payments to PPC.

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

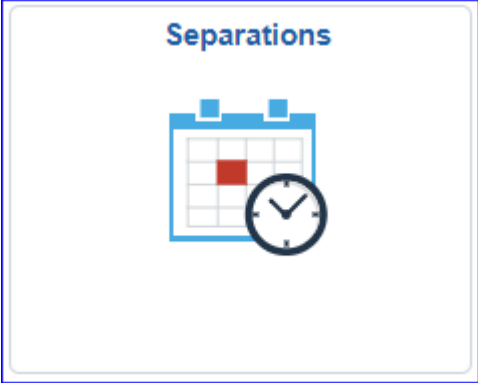
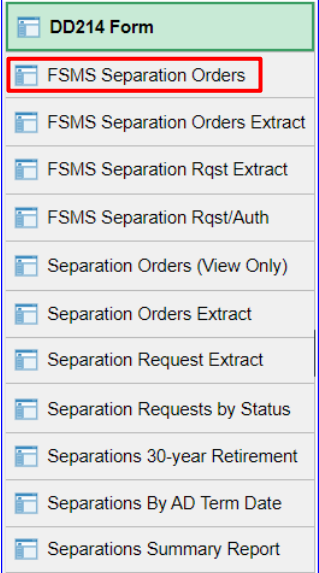
Orders Integration Process

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.*

Procedures

See below.

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

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 539 1110 1115"> <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>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Trans ID = <input type="text"/></p> <p>Order Type = <input type="text" value="Separation"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>
<p>4</p>	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, ensure the Sep Request has been completed and approved (See the Airport Terminal user guide). To view/print the Separation Authorization, click the Authorization Created link.</p> <div data-bbox="327 1301 1370 1644"> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information ></p> <p><u>Harry Tasker</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2893384 Order Action: <input type="text"/></p> <p>Order Begin Date: 03/01/2024 Order Type: Separation</p> <p>Order End Date: 03/02/2024 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="03/01/2024"/> Departure Date: <input type="text" value="03/01/2024"/></p> <p>Separation Program Designator: <input type="text" value="FBK"/> Completion of required active service</p> <p>Re-enlistment Code: <input type="text"/></p> <p>Authorization Created</p> </div>

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action																								
5	<p>Scroll down to the Relad Section and complete the fields to reflect the member's intentions. Using the Lookup, ensure the Employee Classification is changed from AD/EAD to a Reserve option.</p> <p>Click Save.</p> <div data-bbox="327 654 1369 1032" style="border: 1px solid black; padding: 5px;"> <p>▶ Retirement</p> <p>▼ Relad</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">RELAD Reason:</td> <td style="width: 15%; text-align: center;">62</td> <td style="width: 10%; text-align: center;">🔍</td> <td style="width: 50%;">DUE TO FULFILLMENT OF ACTIVE SERVICE OBLIGATION [Reserve Personnel RELAD]</td> </tr> <tr> <td>Employee Classification:</td> <td style="text-align: center;">IRR</td> <td style="text-align: center;">🔍</td> <td>Individual Ready Reserve</td> </tr> <tr> <td>Service Component:</td> <td style="text-align: center;">Q</td> <td style="text-align: center;">🔍</td> <td>Mbr w/o a Statutory Obligation</td> </tr> <tr> <td>Labor Agreement:</td> <td style="text-align: center;">OFF</td> <td style="text-align: center;">🔍</td> <td>Reserve Component Off and Warr</td> </tr> <tr> <td>Employee Category:</td> <td style="text-align: center;">IRR</td> <td style="text-align: center;">🔍</td> <td>Individual Ready Reserve</td> </tr> <tr> <td>Employee Subcategory:</td> <td style="text-align: center;">H</td> <td style="text-align: center;">🔍</td> <td>No Drill Requirement</td> </tr> </table> <p>▶ Discharge</p> <p>▶ Death</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Notify Add Update/Display Include History Correct History </div> </div>	RELAD Reason:	62	🔍	DUE TO FULFILLMENT OF ACTIVE SERVICE OBLIGATION [Reserve Personnel RELAD]	Employee Classification:	IRR	🔍	Individual Ready Reserve	Service Component:	Q	🔍	Mbr w/o a Statutory Obligation	Labor Agreement:	OFF	🔍	Reserve Component Off and Warr	Employee Category:	IRR	🔍	Individual Ready Reserve	Employee Subcategory:	H	🔍	No Drill Requirement
RELAD Reason:	62	🔍	DUE TO FULFILLMENT OF ACTIVE SERVICE OBLIGATION [Reserve Personnel RELAD]																						
Employee Classification:	IRR	🔍	Individual Ready Reserve																						
Service Component:	Q	🔍	Mbr w/o a Statutory Obligation																						
Labor Agreement:	OFF	🔍	Reserve Component Off and Warr																						
Employee Category:	IRR	🔍	Individual Ready Reserve																						
Employee Subcategory:	H	🔍	No Drill Requirement																						

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

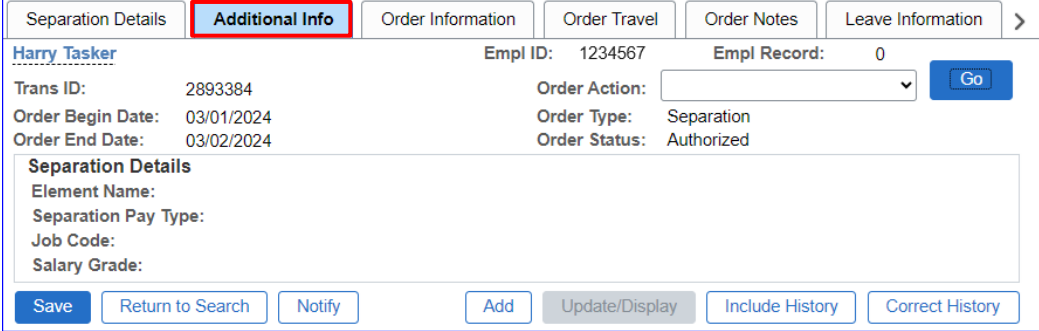
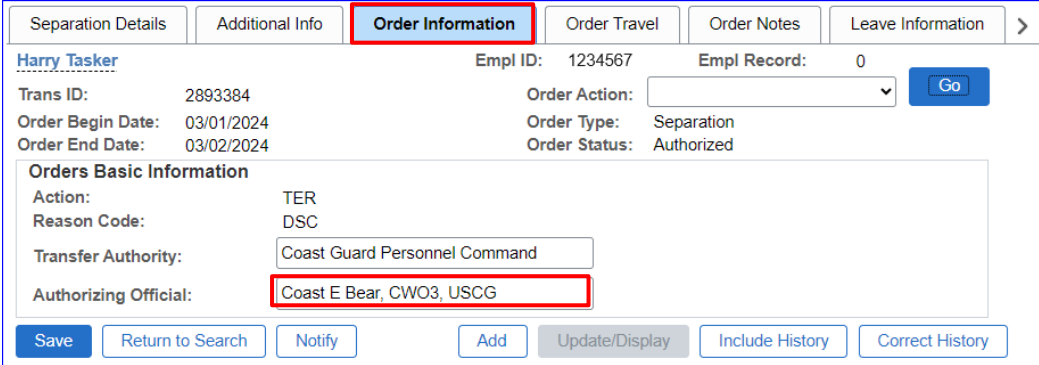
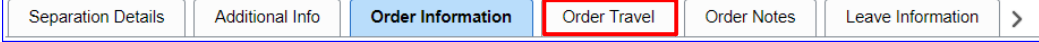
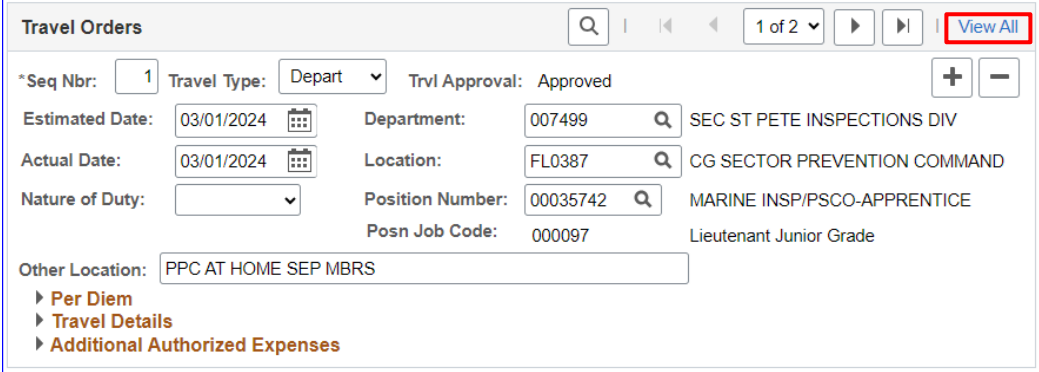
Procedures,
continued

Step	Action
6	<p>IMPORTANT: Expand the Discharge section and populate either the Officer Termination Code or Enlisted discharge code field per the member’s paygrade. The 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="327 748 1369 1249"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value="Acceptance of Resignation"/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>Enlisted Discharge Reason: <input type="text" value=""/></p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>▶ Death</p> <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"/></p> </div> <p>ENLISTED:</p> <div data-bbox="327 1326 1369 1850"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value=""/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text" value="Honorable"/></p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>▶ Death</p> <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"/></p> </div>

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action
7	<p>Select the Additional Info tab. All information on this tab is entered by PSC and cannot be edited.</p> 
8	<p>Select the Order Information tab. Enter the Authorizing Official.</p> 
9	<p>Select the Order Travel tab.</p> 
10	<p>Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows.</p> 

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action
11	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> • The Estimated Date and Actual Date should auto-populate. If they have not, enter the Estimated Date and Actual Date (should be the effective date of separation). • Click on the arrows to expand the Per Diem, Travel Details, and/or the Additional Authorized Expenses sections to add specific entitlements for the separating member. <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> • Enter the Actual Date (same as Estimated Date). • For RELADs to the SELRES, enter a valid Department/Position Number combination obtained from RPM/CGRC. • For RELADs to the IRR, enter the Dept ID #002817 and Posn #00062025. • The Other Location, Per Diem, Travel Details, and Additional Authorized Expenses sections are not used for Discharges. <div data-bbox="327 1066 1370 1753" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders 1 of 2 View All</p> <hr/> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 03/01/2024 Department: 007499 SEC ST PETE INSPECTIONS DIV</p> <p>Actual Date: 03/01/2024 Location: FL0387 CG SECTOR PREVENTION COMMAND</p> <p>Nature of Duty: Position Number: 00035742 MARINE INSP/PSCO-APPRENTICE</p> <p>Posn Job Code: 000097 Lieutenant Junior Grade</p> <p>Other Location: PPC AT HOME SEP MBRS</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 03/02/2024 Department: 002817 PSC RPM-3 IRR</p> <p>Actual Date: 03/02/2024 Location: DC0019 DOUGLAS MUNRO BUILDING</p> <p>Nature of Duty: Position Number: 00062025 IRR-TIER 1</p> <p>Posn Job Code: 415096</p> <p>Other Location:</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div>

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

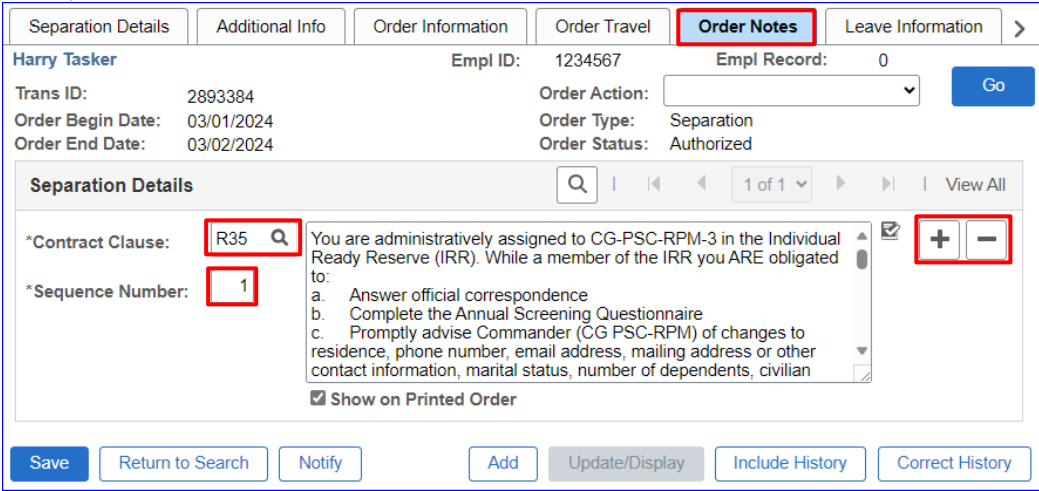
Procedures,
continued

Step	Action																																				
<p>12</p>	<p>Delay En route:</p> <ul style="list-style-type: none"> Enter any Terminal Leave the member plans to take. The End Date cannot go beyond the RELAD date. Terminal Leave (INCONUS or OUTCONUS) MUST be the last entry in the Delay En route section. <p>NOTE: SPOs/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="327 779 1369 931" style="border: 1px solid black; padding: 5px;"> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 02/23/2024</td> <td>03/01/2024</td> <td>Terminal Leave INCONUS</td> <td>10</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days	1 02/23/2024	03/01/2024	Terminal Leave INCONUS	10																												
Begin Date	End Date	Delay En route	Days																																		
1 02/23/2024	03/01/2024	Terminal Leave INCONUS	10																																		
<p>13</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. <p>Click Save.</p> <div data-bbox="327 1149 1369 1422" style="border: 1px solid black; padding: 5px;"> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <tr> <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> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>01</td> <td>Tasker, Helen Jane</td> <td>Spouse</td> <td>Married</td> <td>10/28/2018</td> <td>N</td> <td>09/28/1993</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>04</td> <td>Tasker, David John</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>04/05/2020</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05</td> <td>Tasker, Dana Jane</td> <td>Daughter</td> <td>Single</td> <td></td> <td>N</td> <td>02/03/2023</td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p> </div>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	<input checked="" type="checkbox"/>	01	Tasker, Helen Jane	Spouse	Married	10/28/2018	N	09/28/1993	<input checked="" type="checkbox"/>	04	Tasker, David John	Son	Single		N	04/05/2020	<input checked="" type="checkbox"/>	05	Tasker, Dana Jane	Daughter	Single		N	02/03/2023				
Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth																														
<input checked="" type="checkbox"/>	01	Tasker, Helen Jane	Spouse	Married	10/28/2018	N	09/28/1993																														
<input checked="" type="checkbox"/>	04	Tasker, David John	Son	Single		N	04/05/2020																														
<input checked="" type="checkbox"/>	05	Tasker, Dana Jane	Daughter	Single		N	02/03/2023																														
<p>14</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p> <div data-bbox="327 1514 1369 1906" style="border: 1px solid black; padding: 5px;"> <p>Separation Details Additional Info Order Information Order Travel Order Notes ></p> <p>Harry Tasker Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2893384 Order Action: <input type="text" value=""/> Go</p> <p>Order Begin Date: 03/01/2024 Order Type: Separation</p> <p>Order End Date: 03/02/2024 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>02/23/2024</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>03/01/2024</td> <td>03/01/2024</td> <td></td> <td>SEC ST PETE INSPECTIONS DIV</td> <td>MARINE INSP/PSCO-APPRENTICE</td> <td>CG SECTOR PREVENTION COMMAND</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>03/02/2024</td> <td>03/02/2024</td> <td></td> <td>PSC RPM-3 IRR</td> <td>IRR-TIER 1</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> </tbody> </table> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				02/23/2024		Terminal Leave INCONUS				1	Depart	Approved	03/01/2024	03/01/2024		SEC ST PETE INSPECTIONS DIV	MARINE INSP/PSCO-APPRENTICE	CG SECTOR PREVENTION COMMAND	99	Report	Approved	03/02/2024	03/02/2024		PSC RPM-3 IRR	IRR-TIER 1	DOUGLAS MUNRO BUILDING
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																													
			02/23/2024		Terminal Leave INCONUS																																
1	Depart	Approved	03/01/2024	03/01/2024		SEC ST PETE INSPECTIONS DIV	MARINE INSP/PSCO-APPRENTICE	CG SECTOR PREVENTION COMMAND																													
99	Report	Approved	03/02/2024	03/02/2024		PSC RPM-3 IRR	IRR-TIER 1	DOUGLAS MUNRO BUILDING																													

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action
15	<p>Select the Order Notes tab.</p> <p>Enter the appropriate Contract Clause(s) (Order Notes) using the Lookup icon and edit as necessary. Use the (+) and (-) buttons to add or remove rows as needed. Enter a Sequence Number to identify how they will appear on the Orders.</p> <p>NOTE: For members being RELAD to the IRR, add Contract Clause R35 (per RPM).</p> 

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action																																																																								
<p>16</p>	<p>Select the Leave Information tab.</p> <p>The Terminal Leave (Days) entered earlier 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 of current pay/absence calendar. • Cumulative Sold Leave – Number of leave days sold in the member's military career. Do NOT enter LSL sale days here. The system will automatically sell the remaining balance after any Terminal leave is deducted. • 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 (no break in service) or ▪ If the member is immediately being rehired (with no break). • Terminal Leave (Days) – Sum of terminal leave-days specified on the Order Travel tab. <p>NOTE: DA does not credit 2.5 days of leave if the orders are exactly 30 days or the member is on back-to-back consecutive orders where each order is less than 30 days individually but combined equal 30 days. Submit a PPC ticket to have this adjustment made.</p> <div data-bbox="327 1265 1369 1646" 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; border: 2px solid red;">Leave Information ></td> </tr> <tr> <td colspan="2">Harry Tasker</td> <td colspan="2">Empl ID: 1234567</td> <td colspan="2">Empl Record: 0</td> </tr> <tr> <td>Trans ID: 2893384</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: 03/01/2024</td> <td colspan="2">Order Type: Separation</td> <td colspan="3"></td> </tr> <tr> <td>Order End Date: 03/02/2024</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="border: 2px solid red; text-align: center;">43.500000</td> <td>Cumulative Sold Leave:</td> <td style="border: 2px solid red; text-align: center;">0.000000</td> <td colspan="2"></td> </tr> <tr> <td colspan="6">Leave Disposition</td> </tr> <tr> <td>Total to Carry Over (Days):</td> <td style="border: 2px solid red; text-align: center;">0.0</td> <td>Terminal Leave Begin:</td> <td colspan="3">02/23/2024</td> </tr> <tr> <td>Terminal Leave (Days):</td> <td style="border: 2px solid red; text-align: center;">8.0</td> <td>Terminal Leave End:</td> <td colspan="3">03/01/2024</td> </tr> <tr> <td><input type="button" value="Save"/></td> <td><input type="button" value="Return to Search"/></td> <td><input type="button" value="Notify"/></td> <td><input type="button" value="Add"/></td> <td><input type="button" value="Update/Display"/></td> <td><input type="button" value="Include History"/></td> </tr> <tr> <td colspan="6" style="text-align: right;"><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="327 1736 1369 1912" 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>(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 style="border: 2px solid red;" type="button" value="OK"/></p> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information >	Harry Tasker		Empl ID: 1234567		Empl Record: 0		Trans ID: 2893384	Order Action: <input type="text"/>		<input type="button" value="Go"/>			Order Begin Date: 03/01/2024	Order Type: Separation					Order End Date: 03/02/2024	Order Status: Authorized					Leave Balances						Leave Balance:	43.500000	Cumulative Sold Leave:	0.000000			Leave Disposition						Total to Carry Over (Days):	0.0	Terminal Leave Begin:	02/23/2024			Terminal Leave (Days):	8.0	Terminal Leave End:	03/01/2024			<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"/>					
Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information >																																																																				
Harry Tasker		Empl ID: 1234567		Empl Record: 0																																																																					
Trans ID: 2893384	Order Action: <input type="text"/>		<input type="button" value="Go"/>																																																																						
Order Begin Date: 03/01/2024	Order Type: Separation																																																																								
Order End Date: 03/02/2024	Order Status: Authorized																																																																								
Leave Balances																																																																									
Leave Balance:	43.500000	Cumulative Sold Leave:	0.000000																																																																						
Leave Disposition																																																																									
Total to Carry Over (Days):	0.0	Terminal Leave Begin:	02/23/2024																																																																						
Terminal Leave (Days):	8.0	Terminal Leave End:	03/01/2024																																																																						
<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"/>																																																																									

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

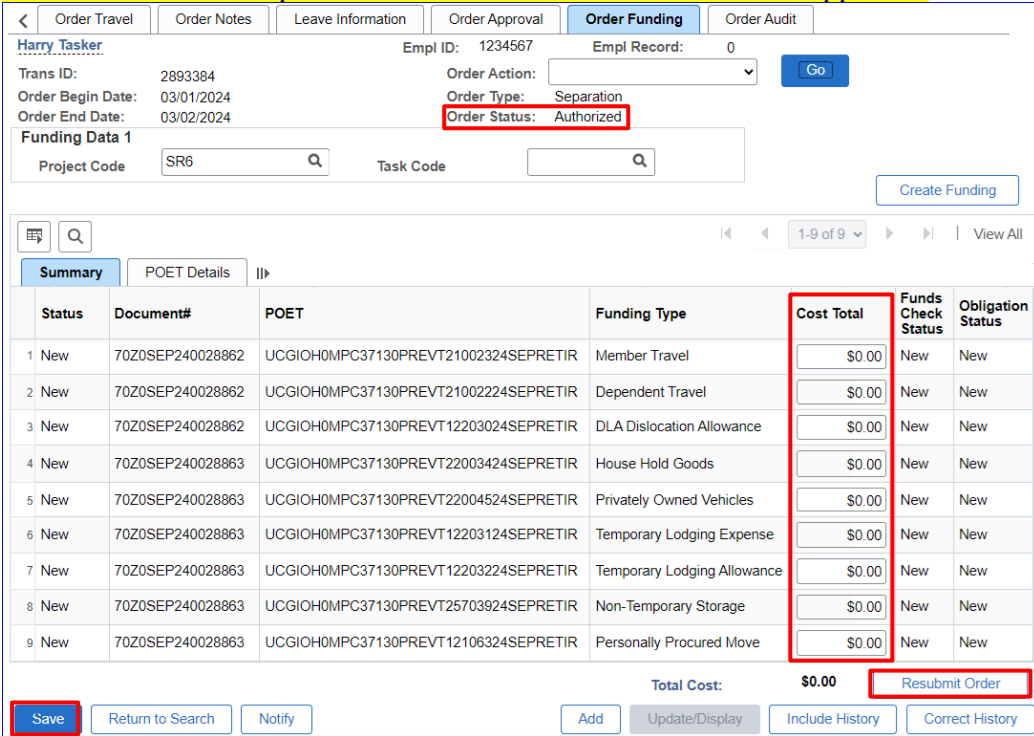
Procedures,
continued

Step	Action														
17	<p>Select the Order Funding tab. Click Create Funding.</p> <p>The screenshot displays the 'Order Funding' interface. At the top, there are tabs for 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval', 'Order Funding' (highlighted), and 'Order Audit'. Below the tabs, the user's name 'Harry Tasker' is shown along with 'Empl ID: 1234567' and 'Empl Record: 0'. There are input fields for 'Trans ID: 2893384', 'Order Begin Date: 03/01/2024', and 'Order End Date: 03/02/2024'. An 'Order Action' dropdown menu is set to 'Separation', and the 'Order Status' is 'Authorized'. A 'Go' button is next to the dropdown. Below this is the 'Funding Data 1' section with 'Project Code' (SR6) and 'Task Code' fields, each with a search icon. A 'Create Funding' button is highlighted with a red box. At the bottom, there is a table with the following data:</p> <table border="1"> <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>1 New</td> <td>NEW</td> <td>NEW</td> <td></td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table> <p>Below the table, the 'Total Cost' is \$0.00, and there is a 'Resubmit Order' button. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	NEW	NEW		\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status									
1 New	NEW	NEW		\$0.00	New	New									

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

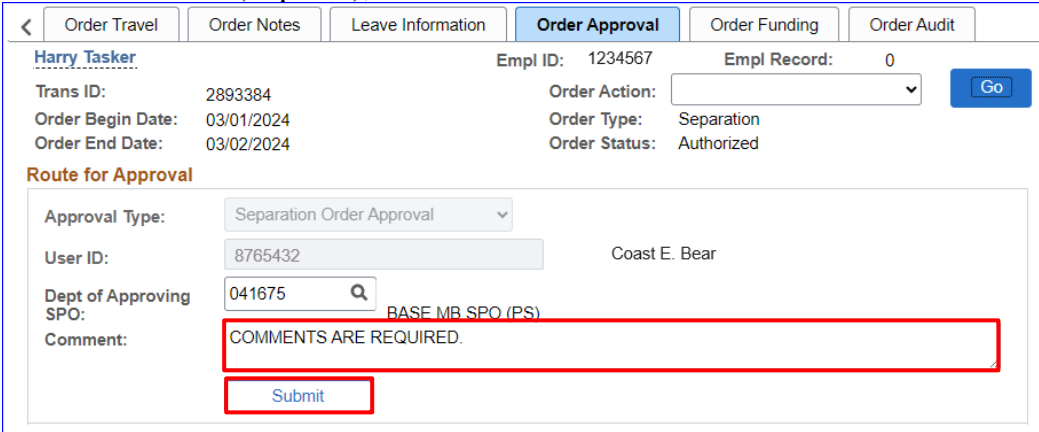
Procedures,
continued

Step	Action																																																																						
18	<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 Estimates Household Goods 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 18. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. At the top, the user 'Harry Tasker' is logged in, and the order details are displayed: Empl ID: 1234567, Empl Record: 0, Trans ID: 2893384, Order Begin Date: 03/01/2024, Order End Date: 03/02/2024, Order Action: (dropdown), Order Type: Separation, and Order Status: Authorized. Below this is the 'Funding Data 1' section with search fields for Project Code (SR6) and Task Code. A table lists 9 funding items, all with a Cost Total of \$0.00. The 'Total Cost' at the bottom is \$0.00. The 'Resubmit Order' button is highlighted in red.</p> <table border="1" data-bbox="335 1400 1356 1780"> <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>1 New</td><td>70Z0SEP240028862</td><td>UCGIOH0MPC37130PREVT21002324SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>2 New</td><td>70Z0SEP240028862</td><td>UCGIOH0MPC37130PREVT21002224SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>3 New</td><td>70Z0SEP240028862</td><td>UCGIOH0MPC37130PREVT12203024SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>4 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT22003424SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>5 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT22004524SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>6 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT12203124SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>7 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT12203224SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>8 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT25703924SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>9 New</td><td>70Z0SEP240028863</td><td>UCGIOH0MPC37130PREVT12106324SEPRETIR</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	1 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT21002324SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT22003424SEPRETIR	House Hold Goods	\$0.00	New	New	5 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	6 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	9 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12106324SEPRETIR	Personally Procured Move	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																																																																	
1 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT21002324SEPRETIR	Member Travel	\$0.00	New	New																																																																	
2 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT21002224SEPRETIR	Dependent Travel	\$0.00	New	New																																																																	
3 New	70Z0SEP240028862	UCGIOH0MPC37130PREVT12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New																																																																	
4 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT22003424SEPRETIR	House Hold Goods	\$0.00	New	New																																																																	
5 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New																																																																	
6 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New																																																																	
7 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New																																																																	
8 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New																																																																	
9 New	70Z0SEP240028863	UCGIOH0MPC37130PREVT12106324SEPRETIR	Personally Procured Move	\$0.00	New	New																																																																	

Continued on next page

Separation – RELAD w/ SEP Request – AD Officers & Members on EAD, Continued

Procedures,
continued

Step	Action
<p>19</p>	<p>Select the Order Approval tab.</p> <p>Enter Comments (required), then click Submit.</p> 
<p>20</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>NOTE: SPOs/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> <p>Approve Separation Order</p> 