

RELAD – Temporary Separation to ISL (TEMPSEP)

Introduction

This guide provides the procedures for creating Release from Active Duty (RELAD) Orders for an Active Duty (AD) **OFFICER** being temporarily separated to the Inactive Status List (ISL) when a Separation Authorization was entered by PSC.

The procedures provided in this guide apply to **OFFICERS** being temporarily separated to the ISL. Enlisted members being separated should utilize the appropriate [RELAD](#) or [Discharge](#) DA User Guides.

References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)
- (c) [Temporary Separations, COMDTINST 1040.6 \(series\)](#)
- (d) [PSC-OPM: Temp Sep Officer Guide](#)

IMPORTANT: Reserve Status Change

Upon the **Effective Date of the RELAD**, it is important to complete a Reserve Status Change using the following information:

- **Effective Date** – Should match Sequence 99 row of RELAD Order
- **Employee Category** – Indicate ISL
- **TRAPAY CAT** – Indicate I

Reserve Member Status		Reserve Member Classification	
Empl ID: 1234567	Hoban Washburne	Empl Record: 0	
DeptID: 006419	TRACEN C MAY ADMIN BR		
Job Effective Date: 09/26/2021	Employee Category: SEL	TRAPAY CAT: A	Reserve Classification: J
Effective Date:	<input type="text" value="11/01/2021"/>		
Employee Category:	<input type="text" value="ISL"/>	<input type="text" value="Inactive Status List"/>	
TRAPAY CAT:	<input type="text" value="I"/>	<input type="text" value="Stndby"/>	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/>			

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.

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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.

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).

Funding Tab / POET Details The P&A (PSI transitioned) and SPOs 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 Goods (see [Estimates: Household Goods](#))
- Privately Owned Vehicles (Shipment of POV)
- Non-Temporary Storage
- 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

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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.** 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 is greater than \$0.00, and the funds for that funding line is 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
- \$1000.00 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	<p>Select FSMS Separation Orders from the Separations pagelet.</p>  <p>The screenshot shows a web interface titled 'Separations' with a table of links. The table has two columns. The first column lists various separation-related actions, and the second column lists their corresponding reports or forms. The 'FSMS Separation Orders' link in the second column is highlighted with a red rectangular box.</p> <table border="1" data-bbox="327 1377 1380 1657"> <thead> <tr> <th colspan="2">Separations</th> </tr> </thead> <tbody> <tr> <td>Separation Orders</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separations 30-year Retirement</td> <td>Separation Orders Extract</td> </tr> <tr> <td>FSMS Separation Rqst/Authorize</td> <td>FSMS Separation Orders</td> </tr> </tbody> </table>	Separations		Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separations 30-year Retirement	Separation Orders Extract	FSMS Separation Rqst/Authorize	FSMS Separation Orders
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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

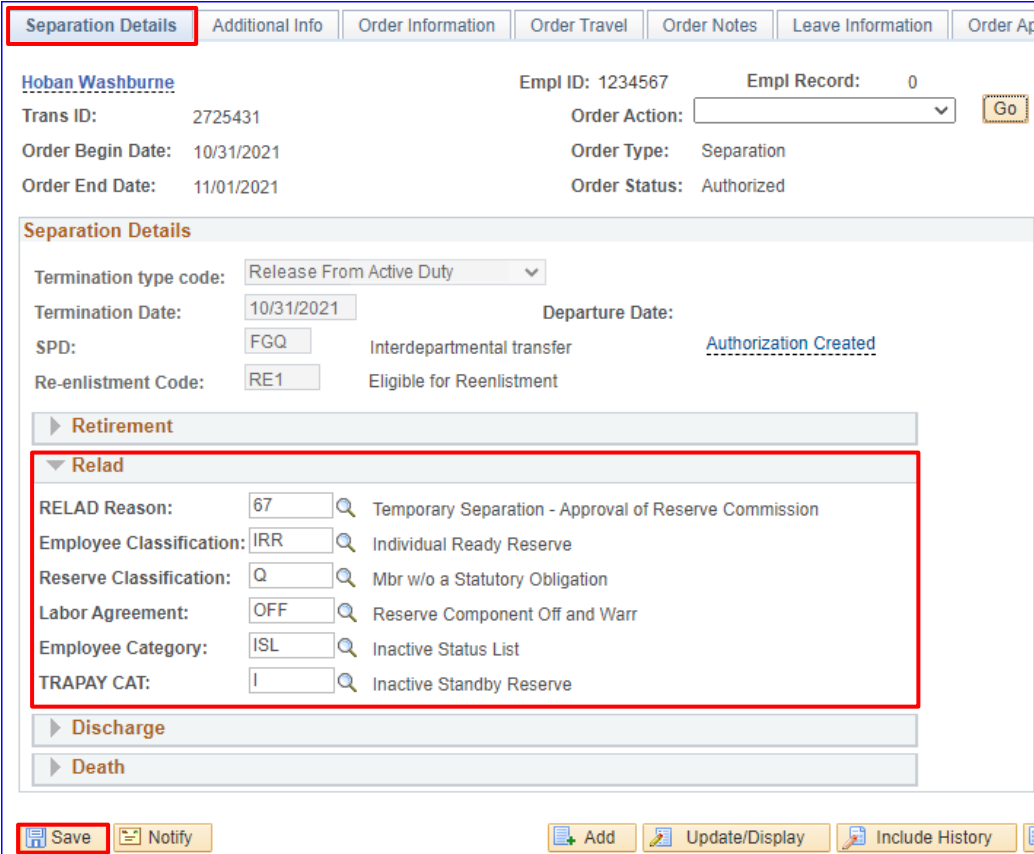
Procedures,
continued

Step	Action
2	<p data-bbox="323 416 943 450">Enter the member's Empl ID and click Search.</p> <div data-bbox="323 450 1086 1003" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 456 608 483">FSMS Separation Orders</p> <p data-bbox="331 501 1078 524">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="339 555 751 584"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </div> <div data-bbox="339 607 919 636" style="background-color: #e0e0e0; padding: 2px;"> <p>▼ Search Criteria</p> </div> <p data-bbox="339 674 815 703">Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p data-bbox="339 707 839 736">Empl Record = ▼ <input type="text"/> <input type="button" value="🔍"/></p> <p data-bbox="339 741 815 770">Trans ID = ▼ <input type="text"/></p> <p data-bbox="339 775 911 804">Order Type = ▼ <input type="text" value="Separation"/> ▼</p> <p data-bbox="339 808 815 837">National ID begins with ▼ <input type="text"/></p> <p data-bbox="339 842 815 871">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="339 875 815 904">First Name begins with ▼ <input type="text"/></p> <p data-bbox="339 909 871 938"> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <div data-bbox="339 960 903 990"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </div> </div>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

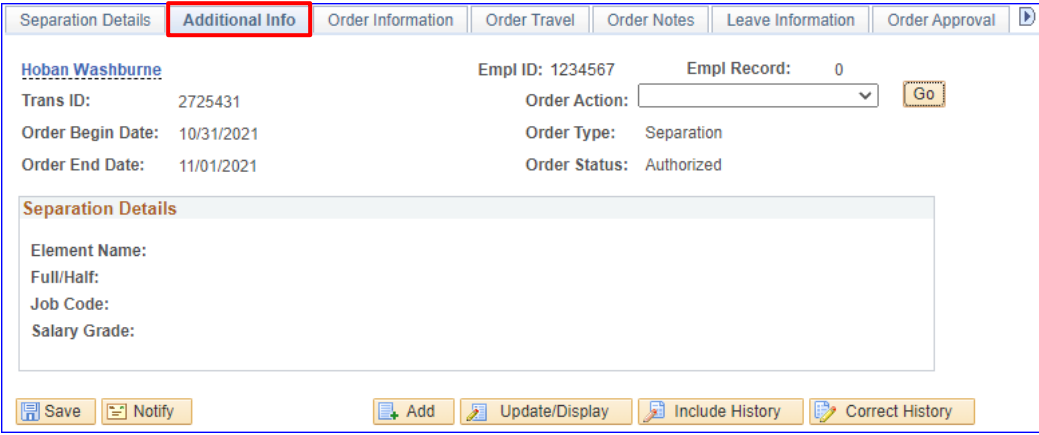
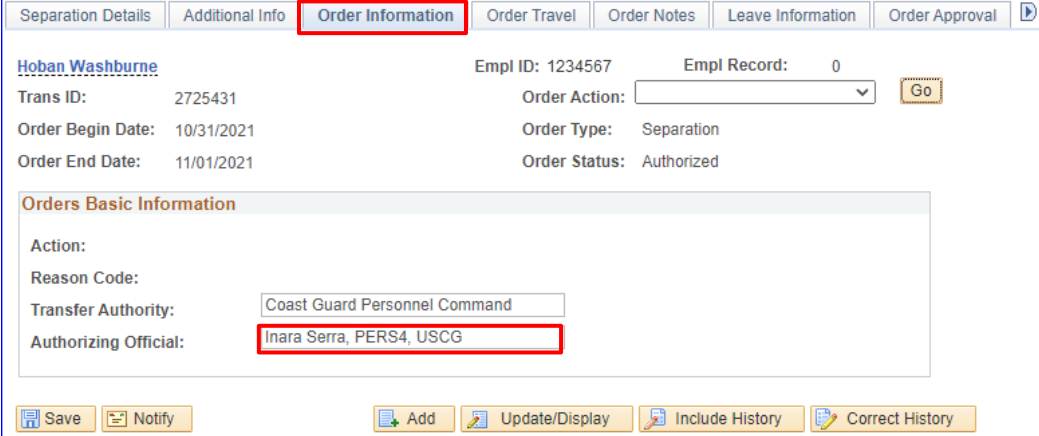
Procedures,
continued

Step	Action
3	<p>The Separation Order will display. On the Separation Details tab, expand the RELAD section and enter the following information:</p> <ul style="list-style-type: none"> • RELAD Reason – Using the lookup, enter 67 (Temporary Separation – Approval of Reserve Commission). • Employee Classification – Using the lookup, enter IRR (Individual Ready Reserve). • Reserve Classification – Using the lookup, enter Q (Mbr w/o a Statutory Obligation). • Labor Agreement – Using the lookup, enter OFF (Reserve Component Off and War). • Employee Category – This will default to IRR. Using the lookup, change to ISL (Inactive Status List). • TRAPAY CAT – Using the lookup, select I (Inactive Standby Reserve). <p>Click Save.</p>  <p>The screenshot shows the 'Separation Details' tab for employee Hoban Washburne. The 'RELAD' section is expanded and highlighted with a red box. The fields in this section are: RELAD Reason: 67 (Temporary Separation - Approval of Reserve Commission), Employee Classification: IRR (Individual Ready Reserve), Reserve Classification: Q (Mbr w/o a Statutory Obligation), Labor Agreement: OFF (Reserve Component Off and Warr), Employee Category: ISL (Inactive Status List), and TRAPAY CAT: I (Inactive Standby Reserve). The 'Save' button at the bottom left is also highlighted with a red box.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

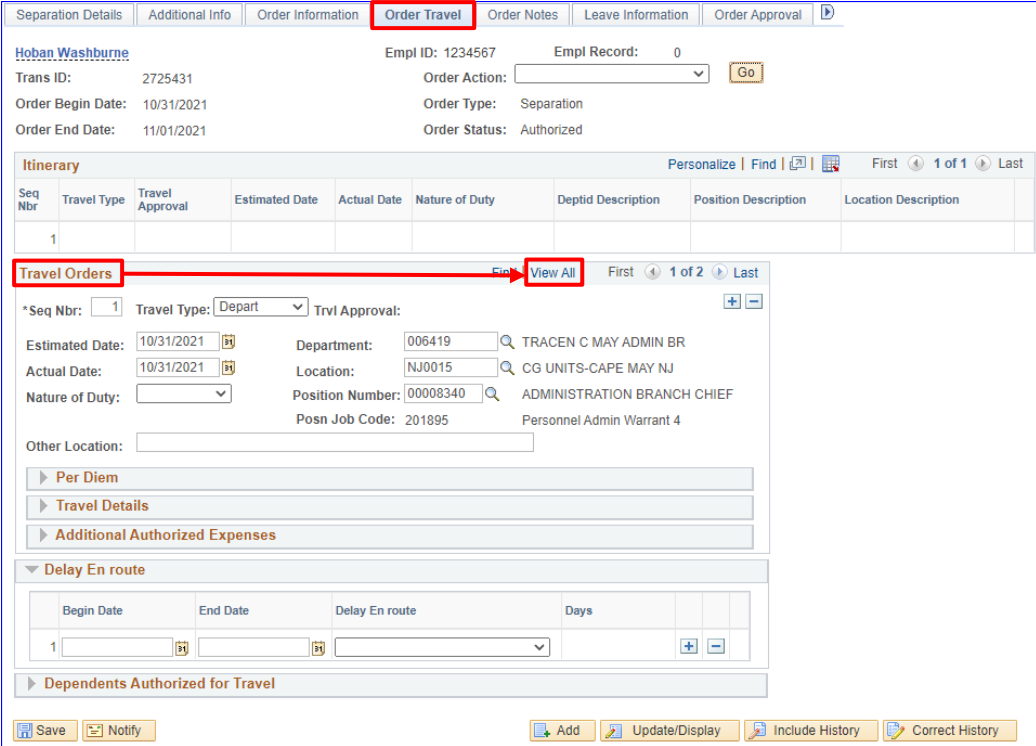
Procedures,
continued

Step	Action
<p>4</p>	<p>Select the Additional Information tab.</p> <p>All information populated here will have been entered by PSC and cannot be edited.</p> 
<p>5</p>	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official for the RELAD Orders.</p> 

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

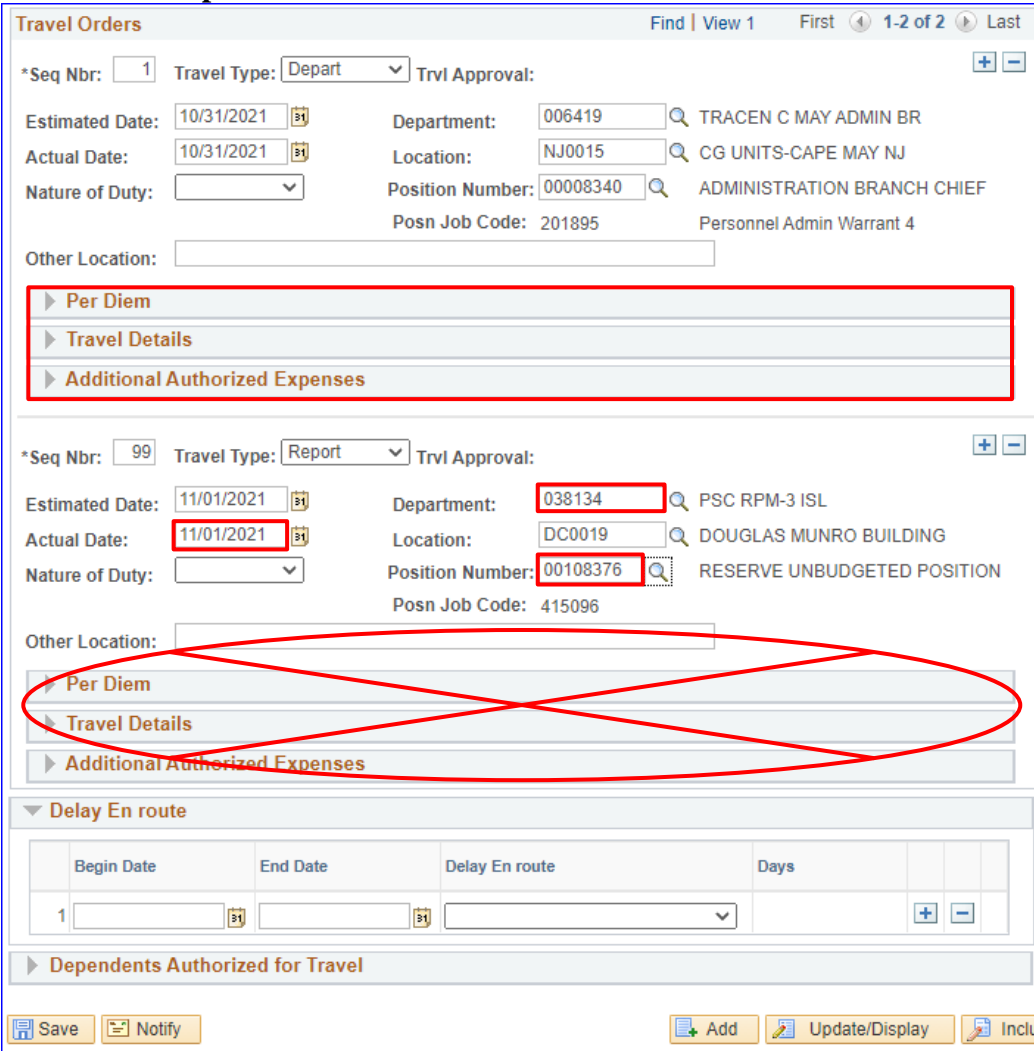
Procedures,
continued

Step	Action
<p>6</p>	<p>Select the Order Travel tab.</p> <p>Expand the Travel Orders section by clicking View All.</p>  <p>The screenshot shows a web application interface with several tabs: Separation Details, Additional Info, Order Information, Order Travel (highlighted in red), Order Notes, Leave Information, and Order Approval. Below the tabs, user information for Hoban Washburne is displayed, including Trans ID (2725431), Order Begin Date (10/31/2021), and Order End Date (11/01/2021). A table titled 'Itinerary' is visible, with a 'Travel Orders' section below it. The 'Travel Orders' section is highlighted in red, and a red arrow points from the 'Travel Orders' header to a 'View All' button. The 'View All' button is also highlighted in red. Below the 'View All' button, a detailed view of a travel order is shown, including fields for Estimated Date, Actual Date, Department, Location, Nature of Duty, Position Number, and Posn Job Code. There are also expandable sections for 'Per Diem', 'Travel Details', 'Additional Authorized Expenses', and 'Delay En route'. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

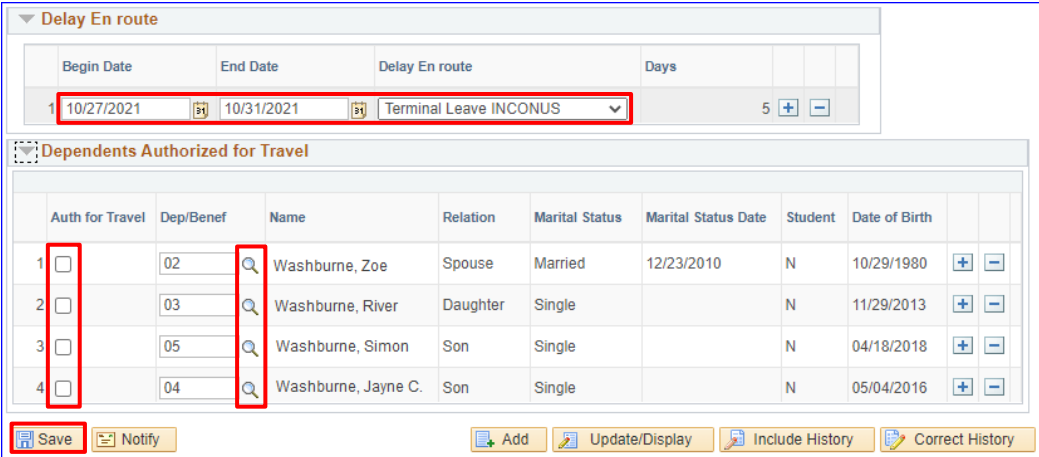
Procedures,
continued

Step	Action
7	<p>Seq Nbr 1 (Depart row):</p> <ul style="list-style-type: none"> • There is no need to edit these fields. • Per Diem / Travel Details / Additional Authorized Expenses – These fields may be expanded by clicking the arrow to add specific travel entitlements as appropriate. <p>Seq Nbr 99 (Report row):</p> <ul style="list-style-type: none"> • Actual Date – Enter the Actual Date (will be the same as the Estimated Date). • Department – Enter 038134 (PSC RPM-3 ISL). • Location – Will auto-populate (if not, enter DC0019). • Position Number – Enter 00108376 (Reserve Unbudgeted Position). <p>The Other Location field and Per Diem, Travel Details and Additional Authorized Expenses sections are not used with RELADs.</p> 

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
<p>8</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 extend beyond the RELAD date. Terminal Leave INCONUS/OUTCONUS MUST be the last entry for the Delay En route section. <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> Check the Auth for Travel box for any dependents that are authorized to travel (if any). If dependents do not auto-populate, use the Dep/Benef lookup to locate and add any authorized dependents. (NOTE: If the member has authorized dependents but they do not appear in the list, the member's Dependent Information will need to be updated before the RELAD Orders can be finished.) <p>Click Save.</p>  <p>The screenshot shows the 'Delay En route' section with a table containing one entry: Begin Date 10/27/2021, End Date 10/31/2021, Delay En route Terminal Leave INCONUS, and Days 5. Below this is the 'Dependents Authorized for Travel' section with a table listing four dependents: Washburne, Zoe (Spouse, Married, 12/23/2010), Washburne, River (Daughter, Single), Washburne, Simon (Son, Single), and Washburne, Jayne C. (Son, Single). The 'Auth for Travel' checkboxes for all four dependents are highlighted with red boxes. The 'Dep/Benef' lookup field for the first dependent is also highlighted with a red box. At the bottom of the screenshot are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

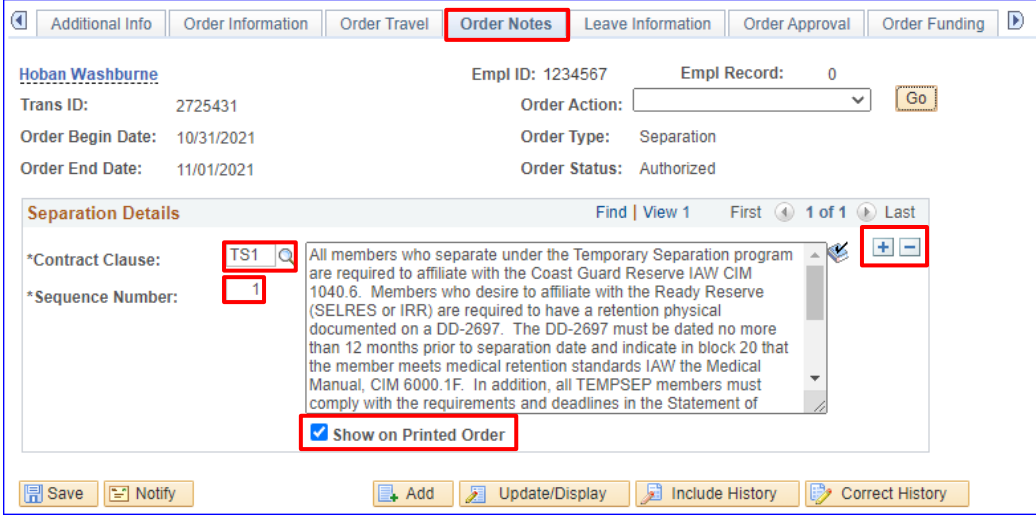
Procedures,
continued

Step	Action																																																					
9	<p>Upon saving, the Itinerary will update with any Delay En route that was entered.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Hoban Washburne Empl ID: 1234567 Empl Record: 0 Trans ID: 2725431 Order Action: <input type="text"/> <input type="button" value="Go"/> Order Begin Date: 10/31/2021 Order Type: Separation Order End Date: 11/01/2021 Order Status: Authorized </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="9" style="text-align: right;">Personalize Find First 1-3 of 3 Last</th> </tr> <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>10/27/2021</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>10/31/2021</td> <td>10/31/2021</td> <td></td> <td>TRACEN C MAY ADMIN BR</td> <td>ADMINISTRATION BRANCH CHIEF</td> <td>CG UNITS-CAPE MAY NJ</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>11/01/2021</td> <td>11/01/2021</td> <td></td> <td>PSC RPM-3 ISL</td> <td>RESERVE UNBUDGETED POSITION</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> </tbody> </table> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: Approved <input type="button" value="+"/> <input type="button" value="-"/></p> <p> Estimated Date: <input type="text" value="10/31/2021"/> <input type="button" value="B"/> Department: <input type="text" value="006419"/> <input type="button" value="Q"/> TRACEN C MAY ADMIN BR Actual Date: <input type="text" value="10/31/2021"/> <input type="button" value="B"/> Location: <input type="text" value="NJ0015"/> <input type="button" value="Q"/> CG UNITS-CAPE MAY NJ Nature of Duty: <input type="text" value=""/> Position Number: <input type="text" value="00008340"/> <input type="button" value="Q"/> ADMINISTRATION BRANCH CHIEF Posn Job Code: 201895 Personnel Admin Warrant 4 Other Location: <input type="text"/> </p> <p> <input type="button" value="▶ Per Diem"/> <input type="button" value="▶ Travel Details"/> <input type="button" value="▶ Additional Authorized Expenses"/> </p> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: Approved <input type="button" value="+"/> <input type="button" value="-"/></p> <p> Estimated Date: <input type="text" value="11/01/2021"/> <input type="button" value="B"/> Department: <input type="text" value="038134"/> <input type="button" value="Q"/> PSC RPM-3 ISL Actual Date: <input type="text" value="11/01/2021"/> <input type="button" value="B"/> Location: <input type="text" value="DC0019"/> <input type="button" value="Q"/> DOUGLAS MUNRO BUILDING Nature of Duty: <input type="text" value=""/> Position Number: <input type="text" value="00108376"/> <input type="button" value="Q"/> RESERVE UNBUDGETED POSITION Posn Job Code: 415096 Other Location: <input type="text"/> </p> <p> <input type="button" value="▶ Per Diem"/> <input type="button" value="▶ Travel Details"/> <input type="button" value="▶ Additional Authorized Expenses"/> </p> <p>Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 10/27/2021 <input type="button" value="B"/></td> <td>10/31/2021 <input type="button" value="B"/></td> <td>Terminal Leave INCONUS</td> <td>5 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="▶ Dependents Authorized for Travel"/></p> <p style="text-align: right;"> <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>	Personalize Find First 1-3 of 3 Last									Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				10/27/2021		Terminal Leave INCONUS				1	Depart	Approved	10/31/2021	10/31/2021		TRACEN C MAY ADMIN BR	ADMINISTRATION BRANCH CHIEF	CG UNITS-CAPE MAY NJ	99	Report	Approved	11/01/2021	11/01/2021		PSC RPM-3 ISL	RESERVE UNBUDGETED POSITION	DOUGLAS MUNRO BUILDING	Begin Date	End Date	Delay En route	Days	1 10/27/2021 <input type="button" value="B"/>	10/31/2021 <input type="button" value="B"/>	Terminal Leave INCONUS	5 <input type="button" value="+"/> <input type="button" value="-"/>
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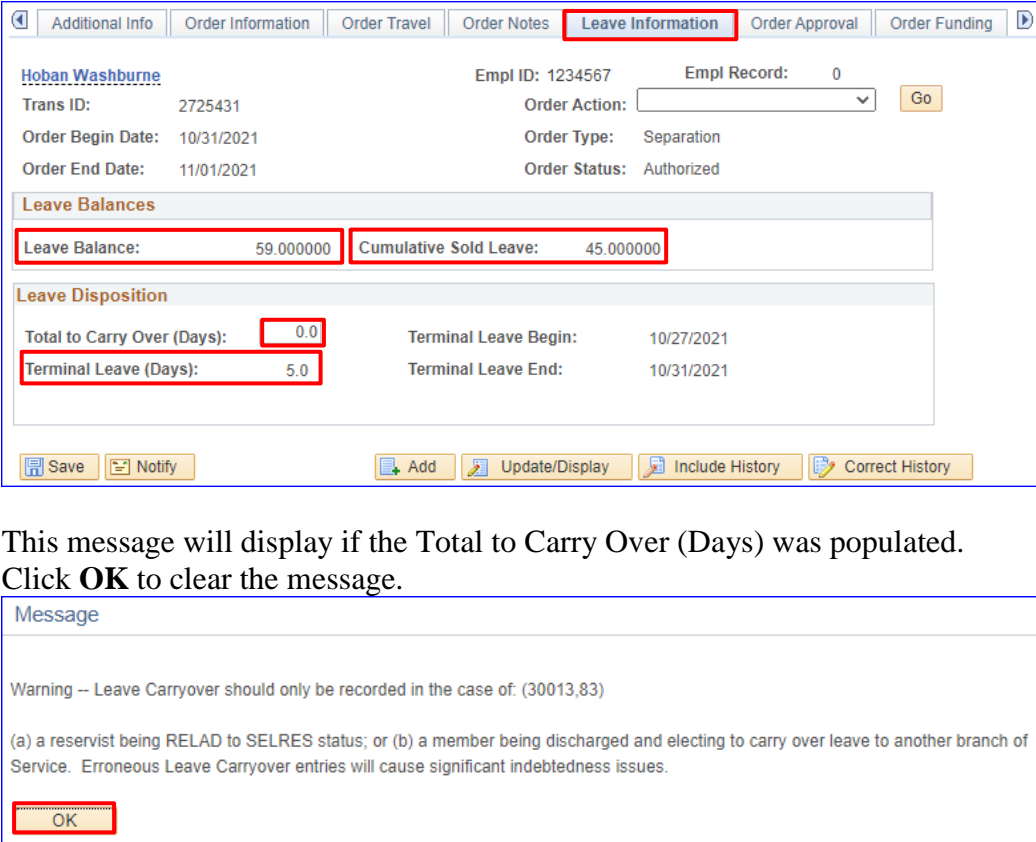
Procedures,
continued

Step	Action
<p>10</p>	<p>Select the Order Notes tab.</p> <ul style="list-style-type: none"> • Contract Clause – Using the lookup, select the appropriate orders notes. • Sequence Number – Indicate the sequence the order notes are to appear on the RELAD Orders. • Show on Printed Order – Ensure this box is checked for each order note. <p>Use the (+) or (-) buttons to add or remove rows as appropriate.</p> 

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

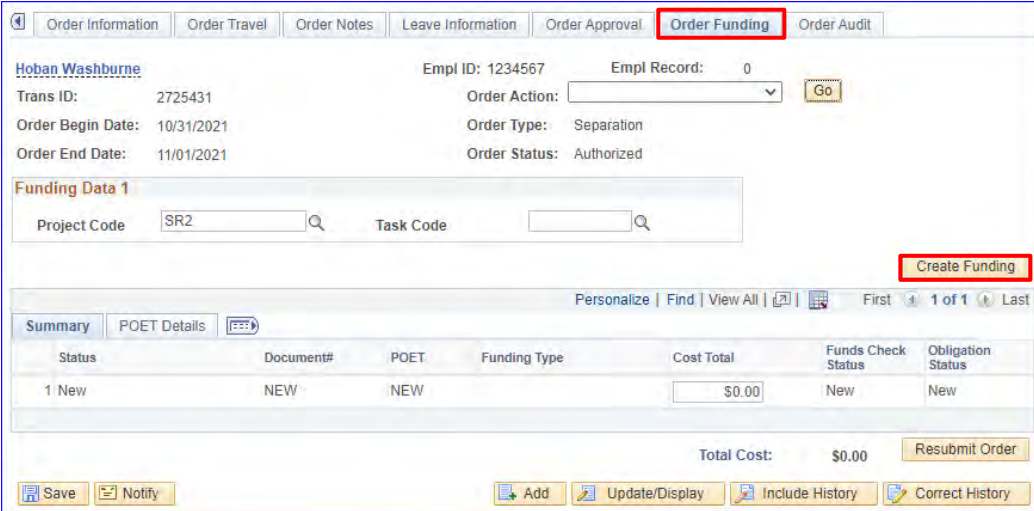
Procedures,
continued

Step	Action
<p>11</p>	<p>Select the Leave Information tab.</p> <ul style="list-style-type: none"> • Leave Balance – Leave balance as of current pay/absence calendar. Any remaining Leave Balance (subject to career maximum) will be sold and included in the member’s Final Pay. • Cumulative Sold Leave – Number of leave days sold in the member’s military career. • Total to Carry Over (Days) – Defaults to 0. Do NOT Change. • Terminal Leave (Days) – Reflects the terminal leave days specified on the Order Travel tab.  <p>This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

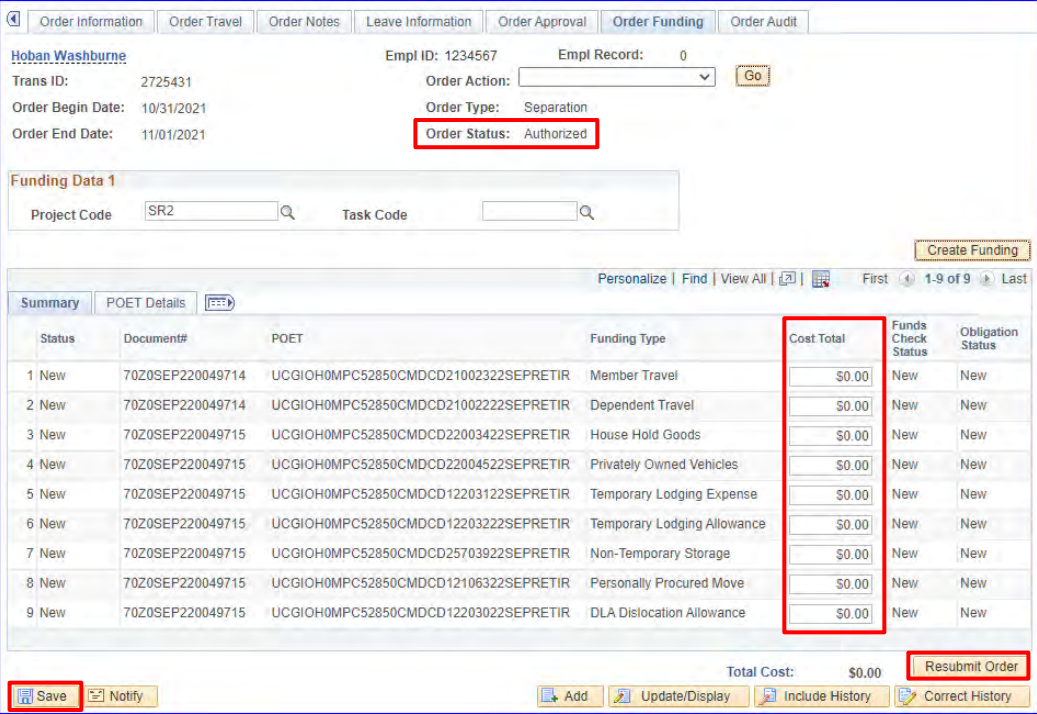
Procedures,
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Step	Action														
<p>12</p>	<p>Select the Order Funding tab.</p> <p>Click Create Funding.</p>  <p>The screenshot displays the 'Order Funding' tab for employee Hoban Washburne. It includes fields for Trans ID (2725431), Order Begin Date (10/31/2021), and Order End Date (11/01/2021). A 'Funding Data 1' section shows Project Code SR2. A table below lists funding details:</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>The Total Cost is \$0.00. A 'Create Funding' button is highlighted in red.</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									

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

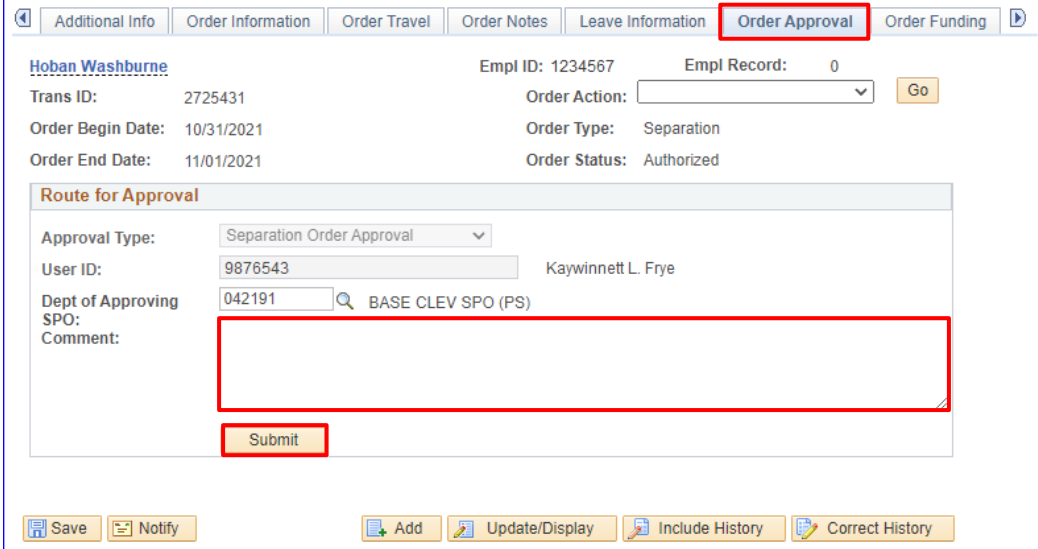
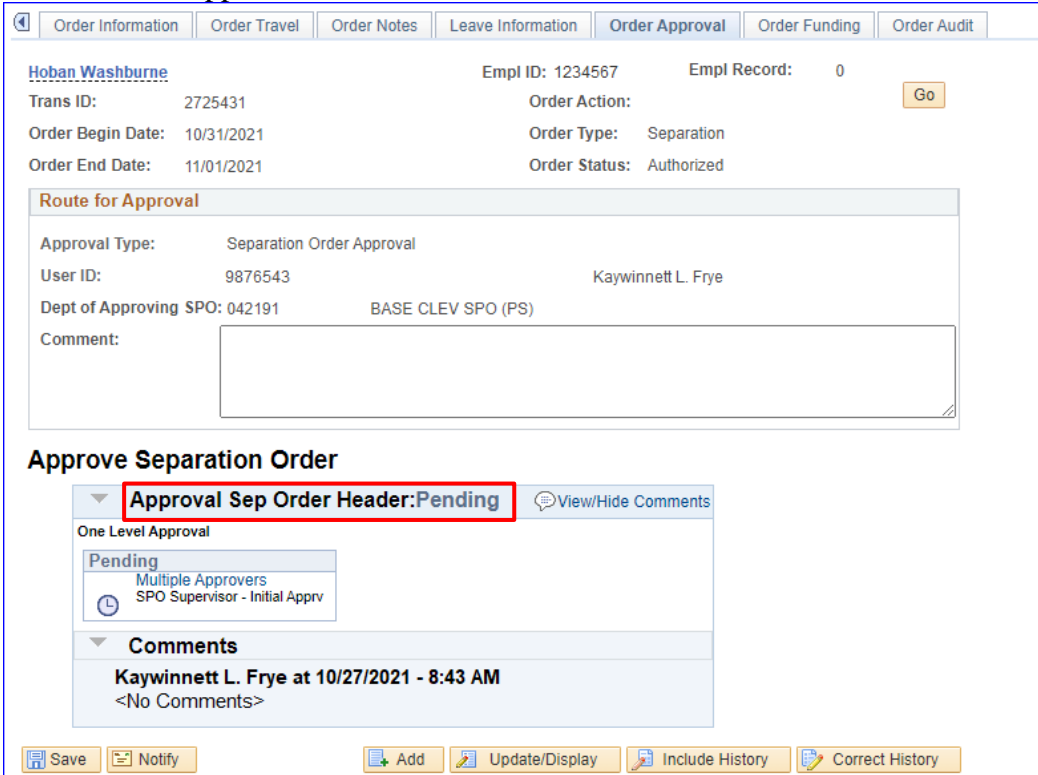
Procedures,
continued

Step	Action
13	<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. 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. In addition, If the member is entitled to Government Shipment of a Privately Owned Vehicle, enter \$1,000 as the Privately Owned Vehicles Cost Total on the Funding tab. If the member is entitled to Non-Temporary Storage, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab. 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 14. 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, there are navigation tabs: Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding (selected), and Order Audit. Below these, user information for 'Hoban Washburne' is displayed, including Trans ID: 2725431, Order Begin Date: 10/31/2021, and Order End Date: 11/01/2021. The 'Order Status' is highlighted in a red box and shows 'Authorized'. A 'Funding Data 1' section contains search fields for Project Code (SR2) and Task Code. Below this is a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The 'Cost Total' column is highlighted in red, and all entries show \$0.00. At the bottom right, a 'Resubmit Order' button is highlighted in red. Other buttons like 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History' are also visible.</p>

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
<p>14</p>	<p>Select the Order Approval tab.</p> <p>Enter any Comments for the Approver and click Submit.</p> 
<p>15</p>	<p>The RELAD Order is now in a Pending status and has been forwarded to the SPO Tree for Approval.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
16	<p>REMEMBER: Upon the Effective Date of the RELAD, it is important to complete a Reserve Status Change.</p>
17	<p>To view and print the Separation Order: Upon Approval of the Separation Order, click Authorization Created.</p> 