

## Retirement Orders

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<b>Introduction</b>	This guide provides the procedures for completing a Retirement Order in Direct Access (DA).
<b>Order Integration Process</b>	<p>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.</p> <p>Routing a SEP order for approval <b>after</b> it is placed in a Ready status will result in an error stating: <i>Could not find order approval for EMPLID 1234567. The approval request will need to be withdrawn to let the OIP process run successfully.</i></p>
<b>SEP Order and Payout</b>	<p>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.</p> <p>See the Military Payroll Processing Schedule located on MAS' webpage: <a href="https://uscg.mil">Military Accounts Support (MAS) (uscg.mil)</a>.</p>
<b>Completing the DD-214</b>	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 for the Active Duty.
<b>Known Issue: Step Entry Date</b>	Sometimes the Step Entry Date erroneously changes after a RELAD is approved. Once the RELAD transaction has been approved, verify the RELAD Job Data row has been built. While in Job Data, click the Salary Plan tab and verify that the member's Step Entry Date did not erroneously change. If this date changed, submit a trouble ticket through <a href="#">PPC Customer Care</a> for correction.

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## Retirement Orders, Continued

### 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 \(PPM\)](#))

**NOTE:** Even if the member is **NOT** relocating immediately, all Cost Total estimates **MUST** be entered when completing the Retirement Order to allow for funds obligation and generation of transportation TAC codes.

### 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.

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## Retirement Orders, Continued

### 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 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

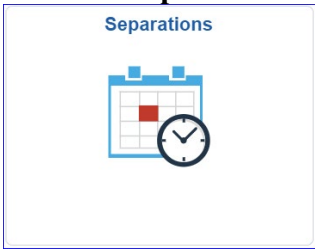
\$100.00 Dependent Travel - Document Number 70Z0PCS220032920

\$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

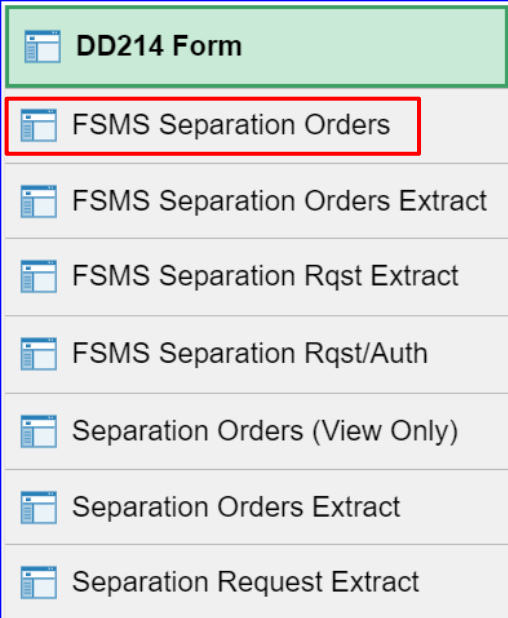
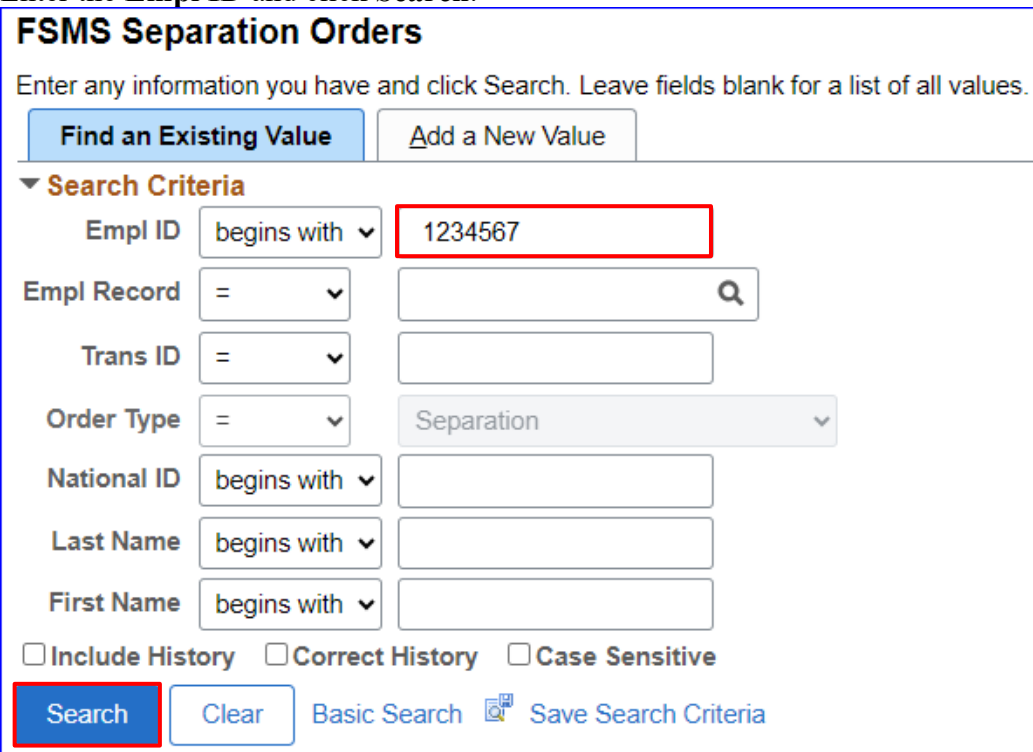
See below.

Step	Action
1	<p>Click the <b>Separations</b> tile.</p> 

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## Retirement Orders, Continued

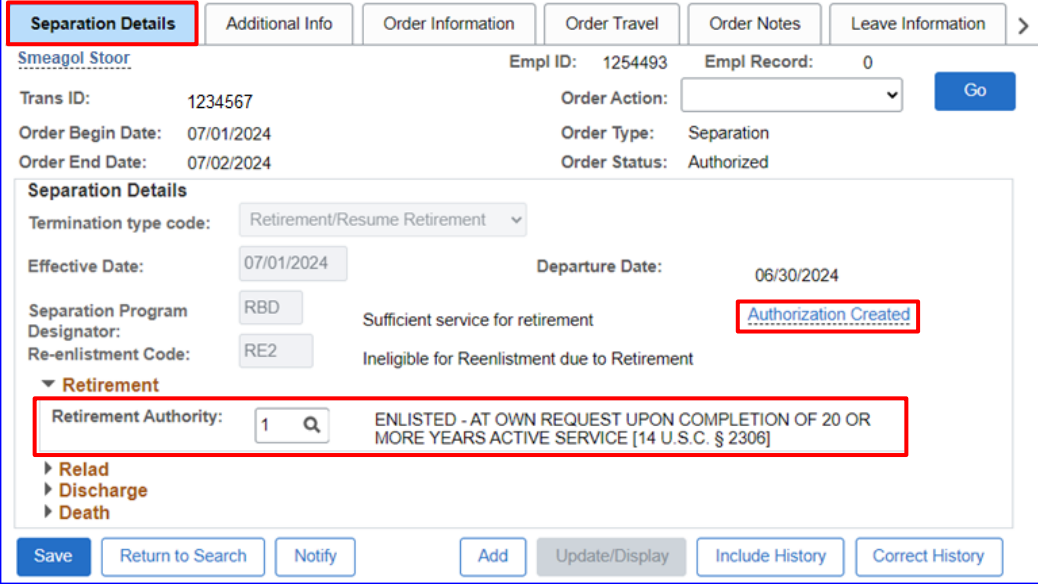
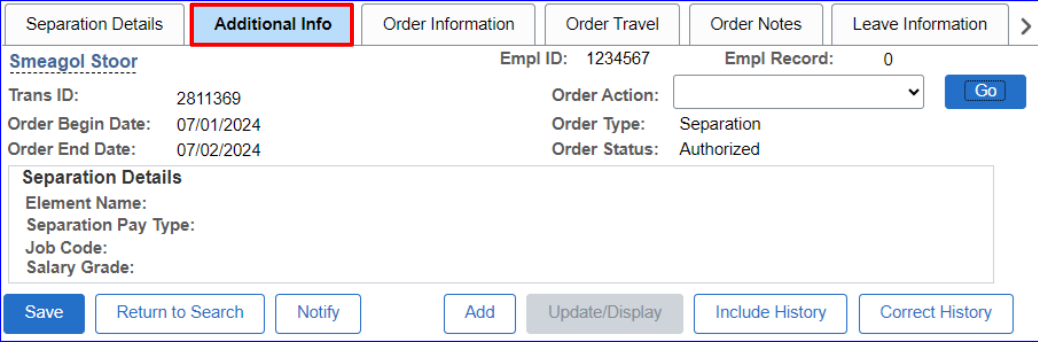
### Procedures, continued

Step	Action
2	<p>Select the <b>FSMS Separation Orders</b> option.</p> 
3	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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## Retirement Orders, Continued


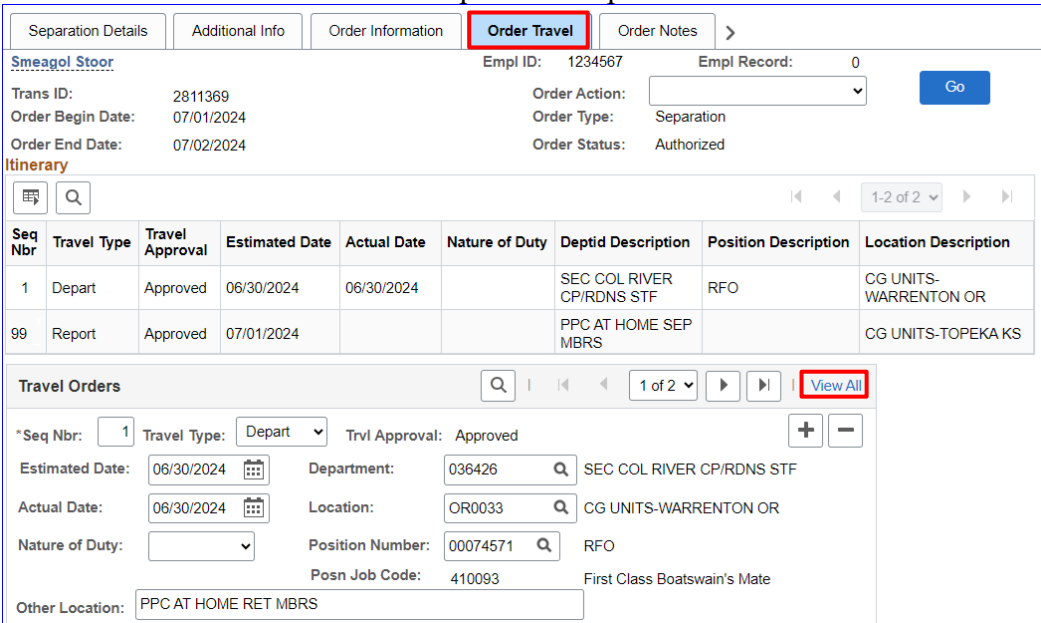
Procedures,  
continued

Step	Action
4	<p>On the <b>Separation Details</b> tab: 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 <a href="#">Airport Terminal user guide</a>.)</p> <p>Notice the <b>Authorization Created</b> link. Click on it to view and print the Separation Authorization. If the <b>Retirement Authority</b> does not auto-populate from the Sep Request, enter it before moving on.</p> 
5	<p>Select the <b>Additional Info</b> tab. Any information on this tab was input by PSC and cannot be edited.</p> 

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## Retirement Orders, Continued

Procedures,  
continued

Step	Action
6	<ul style="list-style-type: none"> <li>Select the <b>Order Information</b> tab.</li> <li>Enter the <b>Authorizing Official</b>.</li> </ul> 
7	<ul style="list-style-type: none"> <li>Select the <b>Order Travel</b> tab.</li> <li>Click <b>View All</b> to see both the Depart and Report rows.</li> </ul> 

Continued on next page

## Retirement Orders, Continued

Procedures,  
continued

Step	Action
8	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> <li>• Select Separation from the Nature of Duty drop-down.</li> <li>• Click on the arrows to expand and the Per Diem, Travel Details, and/or the <b>Additional Authorized Expenses</b> sections to add specific entitlements for the retiring member.</li> </ul> <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual Date</b> (same as estimated).</li> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Verify the <b>Department</b> for separation is 003333.</li> <li>• Verify the <b>Location</b> is KS0001.</li> <li>• The <b>Position Number</b> and <b>Posn Job Code</b> should be blank.</li> <li>• The <b>Other Location, Per Diem, Travel Details, and Additional Authorized Expenses</b> may be populated as necessary.</li> </ul>

Separation Details
Additional Info
Order Information
**Order Travel**
Order Notes
>

**Smegol Stoor**
Empl ID: 1254493
Empl Record: 0
Go

Trans ID: 2811369
Order Begin Date: 07/01/2024
Order End Date: 07/02/2024
Order Action:
Order Type: Separation
Order Status: Authorized

**Itinerary**

Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart	Approved	06/30/2024	06/30/2024		SEC COL RIVER CP/RDMS STF	RFO	CG UNITS-WARRENTON OR
99	Report	Approved	07/01/2024			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS

**Travel Orders**

\*Seq Nbr: 1
Travel Type: Depart
Trvl Approval: Approved
+ -

Estimated Date: 06/30/2024
Department: 036426
SEC COL RIVER CP/RDMS STF
Actual Date: 06/30/2024
Location: OR0033
CG UNITS-WARRENTON OR
Nature of Duty: Separation
Position Number: 00074571
RFO
Posn Job Code: 410093
First Class Boatswain's Mate
Other Location: PPC AT HOME RET MBRS

Per Diem
Travel Details
Additional Authorized Expenses

\*Seq Nbr: 99
Travel Type: Report
Trvl Approval: Approved
+ -

Estimated Date: 07/01/2024
Department: 003333
PPC AT HOME SEP MBRS
Actual Date: 07/01/2024
Location: KS0001
CG UNITS-TOPEKA KS
Nature of Duty: Separation
Position Number:
Posn Job Code:
Other Location:

Per Diem
Travel Details
Additional Authorized Expenses

Continued on next page

## Retirement Orders, Continued

### Procedures, continued

Step

Action

9

In the **Delay En route** section, enter any **Terminal Leave** the member will be taking prior to their official Retirement Date. Terminal Leave INCONUS/OUTCONUS **MUST** be the last entry for the Delay En route section.

Any Administrative Absence and/or Retirement Processing Point Absence must be documented in the Order Note.

**IMPORTANT:** 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.

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	06/17/2024	06/30/2024	Terminal Leave INCONUS		+	-

10

Select the appropriate **Dependents Authorized to Travel** box. If the dependents do not auto-populate, use the **Dep/Benef** lookup to find and select each one.

Click **Save**.

▼ Dependents Authorized for Travel

	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth		
1	<input checked="" type="checkbox"/>	02	Bolger, Estella A.	Spouse	Married	05/15/2023	N	04/05/1990	+	-

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

11

Saving will update the **Actual Date** and display the **Terminal Leave** in the Itinerary section.

Separation Details

Additional Info

Order Information

Order Travel

Order Notes

>

Smeagol Stoor

Empl ID: 1234567

Empl Record: 0

Go

Trans ID: 2811369

Order Action:

Order Begin Date: 07/01/2024

Order Type: Separation

Order End Date: 07/02/2024

Order Status: Authorized

Itinerary

1-3 of 3

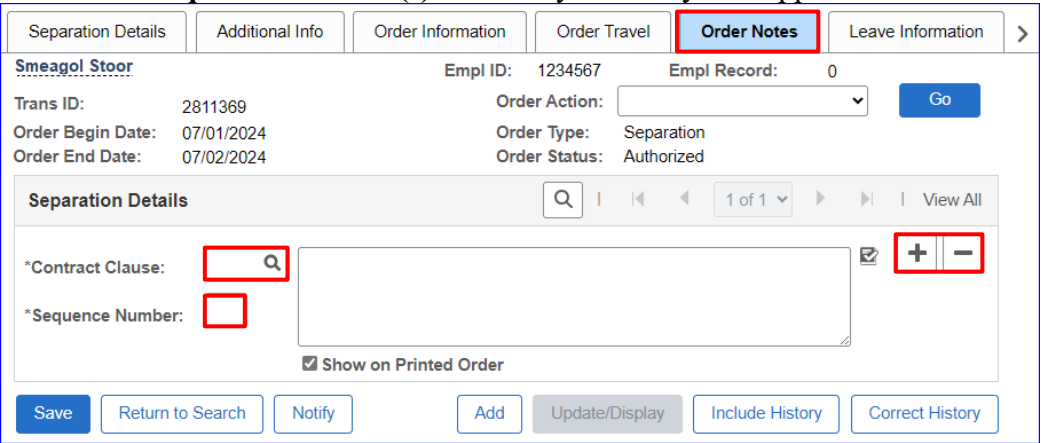
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
			06/17/2024		Terminal Leave INCONUS			
1	Depart	Approved	06/30/2024	06/30/2024	Separation	SEC COL RIVER CP/RDNS STF	RFO	CG UNITS-WARRENTON OR
99	Report	Approved	07/01/2024	07/01/2024	Separation	PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS

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## Retirement Orders, Continued

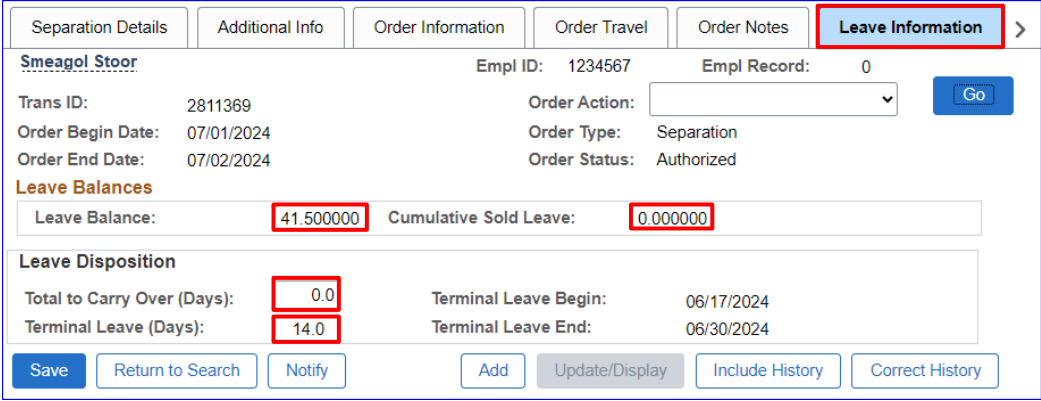

### Procedures, continued

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

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## Retirement Orders, Continued

### Procedures, continued

Step	Action
13	<p>Select the <b>Leave Information</b> tab.</p> <p>Notice the <b>Terminal Leave (Days)</b> entered in the Delay En route section is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member's military career (if any).</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0.</li> <li>• <b>Terminal Leave (Days)</b> – Sum of terminal leave days specified on the Order Travel tab.</li> </ul> 
14	<p>Click the continuation <b>arrow</b> to access additional tabs.</p> 

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## Retirement Orders, Continued

### Procedures, continued

Step	Action
15	<ul style="list-style-type: none"> <li>Select the <b>Order Funding</b> tab.</li> <li>Click <b>Create Funding</b>.</li> </ul> <p><b>NOTE:</b> Even if the member is NOT relocating immediately, this step <b>MUST</b> be completed to obligate funds for any future relocation.</p>

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## Retirement Orders, Continued

### Procedures, continued

Step	Action																																																																						
16	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type per member's intentions as authorized (<b>see NOTE 1</b>). Click <b>Resubmit Order</b>, then click <b>Save</b>. The <b>Order Status</b> will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (<b>see NOTE 2</b>).</p> <p><b>NOTE 1:</b> If the member is not planning on relocating immediately, estimated costs still need to be entered for any Funding Type the member is authorized (see the <a href="#">Funding Tab/POET details</a> section for more information). Additionally, if the member is authorized to ship a privately Owned Vehicle, enter the estimated cost of \$1,000; if the member would be authorized Non-Temporary Storage, enter the estimated cost of \$500 (For HHGs estimates, see the <a href="#">Estimates: Household Goods</a> section at the beginning of this guide).</p> <p><b>NOTE 2:</b> This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the <b>Order Status</b> will update to Awaiting \$ and then back to Authorized. <b>It may be necessary to exit the Order</b> (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 21. The Separation Order <b>MUST</b> 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 tabs for Order Travel, Order Notes, Leave Information, Order Approval, Order Funding (selected), and Order Audit. Below these, the member's name 'Smeagol Stoor' is displayed along with Empl ID: 1234567 and Empl Record: 0. A 'Go' button is next to the Empl Record. Below this, there are fields for Trans ID: 2811369, Order Begin Date: 07/01/2024, and Order End Date: 07/02/2024. The Order Action is set to 'Separation' and the Order Status is 'Authorized'. A 'Funding Data' section shows Project Code: SR10 and Task Code. A 'Create Funding' button is at the bottom right. Below this is a table with 9 rows of funding types. The 'Cost Total' column for all rows is \$0.00. The 'Resubmit Order' button is highlighted in red.</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>70Z0SEP240021990</td><td>UCGIOH0MPC37400PLANS21002324SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>2 New</td><td>70Z0SEP240021990</td><td>UCGIOH0MPC37400PLANS21002224SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>3 New</td><td>70Z0SEP240021990</td><td>UCGIOH0MPC37400PLANS12203024SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>4 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS22003424SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>5 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS22004524SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>6 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS12203124SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>7 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS12203224SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>8 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS25703924SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>9 New</td><td>70Z0SEP240021991</td><td>UCGIOH0MPC37400PLANS12106324SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table> <p>Total Cost: \$0.00</p> <p>Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP240021990	UCGIOH0MPC37400PLANS21002324SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP240021990	UCGIOH0MPC37400PLANS21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240021990	UCGIOH0MPC37400PLANS12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS22003424SEPRETIR	House Hold Goods	\$0.00	New	New	5 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	6 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	9 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12106324SEPRETIR	Personally Procured Move	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																																																																	
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2 New	70Z0SEP240021990	UCGIOH0MPC37400PLANS21002224SEPRETIR	Dependent Travel	\$0.00	New	New																																																																	
3 New	70Z0SEP240021990	UCGIOH0MPC37400PLANS12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New																																																																	
4 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS22003424SEPRETIR	House Hold Goods	\$0.00	New	New																																																																	
5 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New																																																																	
6 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New																																																																	
7 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New																																																																	
8 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New																																																																	
9 New	70Z0SEP240021991	UCGIOH0MPC37400PLANS12106324SEPRETIR	Personally Procured Move	\$0.00	New	New																																																																	

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## Retirement Orders, Continued

### Procedures, continued

Step	Action
17	<ul style="list-style-type: none"> <li>• Select the <b>Order Approval</b> tab.</li> <li>• Enter <b>Comments</b> (required).</li> <li>• Click <b>Submit</b>.</li> </ul> <p>The screenshot displays the 'Order Approval' tab in a retirement order system. The interface includes a navigation bar with tabs: Order Travel, Order Notes, Leave Information, <b>Order Approval</b>, Order Funding, and Order Audit. Below the tabs, the user 'Smeagol Stoor' is logged in. The main form contains fields for Trans ID (2811369), Order Begin Date (07/01/2024), Order End Date (07/02/2024), Empl ID (1234567), Empl Record (0), Order Action (dropdown), Order Type (Separation), and Order Status (Authorized). A 'Go' button is next to the Empl Record field. The 'Route for Approval' section is highlighted with a red box and contains the following fields: Approval Type (Separation Order Approval), User ID (7654321), Dept of Approving SPO (042312), and a Comment field (BASE DET STL SPO (PS)). A 'Submit' button is highlighted with a red box. At the bottom, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.</p>

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## Retirement Orders, Continued

### Procedures, continued

Step	Action
18	<p>Once submitted, the Separation (Retirement) Order is placed in a <b>Pending</b> approval status and has been routed to the SPO Auditor for approval.</p> <p><b>NOTE:</b> SPOs/(PSI)P&amp;As <b>MUST</b> 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> 