# **Discharge with Separation Request**

| Introduction                     | This guide provides the procedures for completing Discharge Orders in<br>Direct Access (DA) when a Separation Request was entered by the<br>Personnel Service Center (PSC).   |
|----------------------------------|---|
| Orders<br>Integration<br>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.<br>Routing a SEP order for approval <b>after</b> it is placed in a Ready status will result in a n error stating: <i>Could not find order approval for EMPLID</i> 1234567. The approval request will need to be withdrawn to let the OIP process run successfully. |
| SEP Order and<br>Paycut          | The Separation Order <b>MUST</b> 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:<br>Military Accounts Support (MAS) (uscg.mil).  |
| Known Issue:<br>Rehire           | <b>IMPORTANT</b> – When processing a Temporary Separation Order for an Enlisted member, a new contract and Rehire to Reserve with or without prior Military Service Obligation shall be completed within 24 hours of the Discharge.   |
|                                  | A Separation Order negates any service obligation the member has remaining.   |
|                                  | If the member is NOT rehired this Separation Order is VOIDED,<br>and effects access to benefits and entitlements. It also adversely<br>impacts the member's ability to return to Active Duty under this<br>program.   |
|                                  | <b>NOTE:</b> Ensure the Rehire – Into Reserves with Prior Service guide is used.  |
| Completing the<br>DD-214         | When completing the DD-214, ensure all fields are formatted correctly<br>and do <b>NOT</b> contain extra characters, punctuation, etc. If the DD-214 is<br>not formatted correctly, it will fail when transmitted to DMDC resulting<br>in the member not receiving their benefits authorized upon release from<br>the Active Duty.  |

| Funding<br>Tab/POET<br>Details                                | <ul> <li>when complete</li> <li>member's trav</li> <li>Separation Order</li> <li>Member Tradition</li> <li>Dependent T</li> <li>Household C</li> <li>Privately Owe</li> <li>Non-Tempore</li> </ul> | der. Required Cost To<br>vel  | r. It is recomments calculat<br>tal funding typ<br>Household Goo<br>Shipment, see E<br>nates: POV/N                          | nended to have the<br>ed prior to starting the<br>bes include:<br>ods)<br>Estimates: POV/NTS)<br>TS)                           |
|---|--|---|--|--|
| Estimates:  |  | ing Separation Orders   |  |  |
| Household<br>Goods  |  | norized, update the am<br>has a HHG cost esti   | 0  |  |
|   | •  | W3, and O1 enter \$5  |  | r enange it. 190   |
|   | 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  | 01   | \$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   |
|   | <i>E9</i>  | \$5,000.00  | 05   | \$5,052.07   |
|   |  |   | O6   | \$5,804.70   |
| Estimates:<br>POV/NTS<br>Personally<br>Procured Move<br>(PPM) | Owned Vehic<br>Total on the Fin<br>If the member<br>the Non-Temp<br>If the member<br>the estimated<br>Order. The est<br>to the member  | is entitled to <b>Non-Te</b><br>porary Storage Cost To<br>will be performing a<br><b>coast for a PPM mu</b><br>timated cost is capture<br>by the Transportation<br>the DD-2278 to popular | the Privately (<br>mporary Stor<br>otal on the Fun<br>Personally Pro-<br>st be entered<br>ed on the DD-2<br>n Officer. Use t | Owned Vehicles Cost<br>age, enter \$500.00 in<br>ding tab.<br>cured Move (PPM),<br>on the Separation<br>2278 which is provided |

# Changes to<br/>FundingIf any of the funding lines on DA orders are greater than \$0.00, and the<br/>funds for that funding line are not needed, DO NOT CHANGE IT TO<br/>\$0.00. Doing so will cancel the Document Number and you will no<br/>longer be able to use it. If the funding line will not be needed, change<br/>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.<br>Separations   |              |
| 2    | Select the FSMS Separation Or         DD214 Form         FSMS Separation Orders         FSMS Separation Orders Extract         FSMS Separation Rqst Extract         FSMS Separation Rqst Extract         FSMS Separation Rqst/Auth         Separation Orders (View Only)         Separation Orders Extract         Separation Orders Extract         Separation Orders Extract         Separation Orders Extract         Separation Orders Extract | ders option. |

#### Procedures,

continued

| Step | Action  |  |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|--|
| 3    | Enter the member's <b>Empl ID</b> and click <b>Search</b> .                                   |  |  |  |  |  |  |  |
|      | FSMS Separation Orders  |  |  |  |  |  |  |  |
|      | Enter any information you have and click Search. Leave fields blank for a list of all values. |  |  |  |  |  |  |  |
|      | Find an Existing Value         Add a New Value  |  |  |  |  |  |  |  |
|      | ▼ Search Criteria   |  |  |  |  |  |  |  |
|      | Empl ID begins with V 1234567   |  |  |  |  |  |  |  |
|      | Empl Record = V Q   |  |  |  |  |  |  |  |
|      | Trans ID = 🗸  |  |  |  |  |  |  |  |
|      | Order Type = V Separation V   |  |  |  |  |  |  |  |
|      | National ID begins with 🗸   |  |  |  |  |  |  |  |
|      | Last Name begins with 🗸   |  |  |  |  |  |  |  |
|      | First Name begins with 🗸  |  |  |  |  |  |  |  |
|      | □ Include History □ Correct History □ Case Sensitive  |  |  |  |  |  |  |  |
|      | Search Clear Basic Search 🖾 Save Search Criteria  |  |  |  |  |  |  |  |
|      |   |  |  |  |  |  |  |  |

#### Procedures,

continued

| -                                    | -               | Action<br>Authorization has been approved, the Separation   |
|--------------------------------------|-----------------|---|
| -                                    | •               | ning appears, ensure the Sep Request has been               |
| -                                    |                 | ee the Airport Terminal user guide). Notice the             |
|                                      | Created lin     | k. Click on it to view/print the Separation                 |
| Authorization                        |                 |   |
|                                      |                 |   |
| <b>NOTE:</b> Printin                 | g a SEP Orc     | ler is tied directly to the CGHRS user role, with           |
| hat role you ca                      | nnot print S    | EP Orders.  |
| Separation Details                   | Additional Info | Order Information Order Travel Order Notes Leave Informa    |
| Donald Duck                          |                 | Empl ID: 1234567 Empl Record: 0                             |
| Trans ID: 2                          | 905096          | Order Action:   |
|                                      | 8/01/2024       | Order Type: Separation                                      |
| Order End Date: 0 Separation Details | 8/02/2024       | Order Status: Authorized                                    |
| Termination type cod                 | e: Discharge    | ~   |
| Effective Date:                      | 08/01/2024      | Departure Date: 00/04/0004                                  |
| Separation Program                   | FBK             | . 08/01/2024  |
| Designator:                          | TER             | Completion of required active service Authorization Created |
| Re-enlistment Code:                  |                 |   |
| Retirement                           |                 |   |
| Relad                                |                 |   |
| RELAD Reason:                        |                 |   |
| Employee<br>Classification:          | C               | 2   |
| Service Componer                     | nt: C           | 2   |
| Labor Agreement:                     | (               | 2   |
| Employee Categor                     | y: (            | 2   |
| Employee Subcate                     | egory:          | 2   |
| <ul> <li>Discharge</li> </ul>        |                 |   |
| Officer                              |                 |   |
| Officer Termini<br>Code:             | nation          | <b>↓</b>  |
| Termination Re                       | ason:           | ~   |
| Enlisted                             |                 |   |
| Enlisted discha                      | Honorat         | ole 🗸   |
| code:<br>Enlisted Discha             | arge            | ~   |
| Reason:                              | -               |   |
| Enlisted discha<br>code:             | ii ge           |   |
| ▶ Death                              |                 |   |
| Save Return to S                     | Search Notify   | Add Update/Display Include History Correct H                |
|                                      | carch    NUUIY  | Add OpdaterDisplay Include History Coffect H                |

Continued on next page

Procedures,

continued

| Termination Co<br>paygrade. This<br>ONLY enter inf<br>Click Save.<br>OFFICER:<br>▼ Discharge<br>Officer<br>Officer Terminin<br>Code:<br>Termination Res<br>Enlisted dischar<br>code:<br>Enlisted dischar<br>code:<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Death<br>Save Return to<br>ENLISTED:<br>▼ Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted  | ode or Enlisted discharge<br>must be entered here so it<br>prmation in ONE field. | ction and populate either the <b>Offic</b><br>e code field per the member's<br>will populate the member's DD-2 |
|--|---|--|
| ONLY enter inf<br>Click Save.<br>OFFICER:<br>Discharge<br>Officer<br>Officer Terminin<br>Code:<br>Termination Rea<br>Enlisted<br>Enlisted dischar<br>code:<br>Enlisted dischar<br>code:<br>Death<br>Save<br>Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Enlisted discharge<br>Code:<br>Enlisted Discharge<br>Code:<br>Code:<br>Enlisted Discharge<br>Code:<br>Enlisted Discharge<br>Code:<br>Code:<br>Enlisted Discharge<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:   | ation<br>son: Acceptance of Resignation   | ~  |
| OFFICER:<br>Discharge<br>Officer<br>Officer Terminin<br>Code:<br>Termination Rea<br>Enlisted<br>Enlisted dischar<br>code:<br>Death<br>Death<br>Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted discharge<br>Officer<br>Enlisted Discharge<br>Officer<br>Code:<br>Termination Reas<br>Enlisted Discharge<br>Code:<br>Enlisted Discharge<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code:<br>Code: | son: Acceptance of Resignation  | <b>_</b>   |
| <ul> <li>▼ Discharge</li> <li>Officer</li> <li>Officer Terminin<br/>Code:<br/>Termination Res</li> <li>Enlisted</li> <li>Enlisted dischar<br/>code:</li> <li>Enlisted Dischar<br/>Reason:</li> <li>Enlisted discharge</li> <li>Death</li> <li>Save</li> <li>Return to</li> </ul> ENLISTED: <ul> <li>▼ Discharge</li> <li>Officer</li> <li>Officer Terminina<br/>Code:<br/>Termination Reas</li> <li>Enlisted discharge</li> <li>Enlisted discharge</li> <li>Enlisted Discharge</li> <li>Enlisted Discharge</li> <li>Enlisted Discharge</li> <li>Enlisted Discharge</li> </ul>  | son: Acceptance of Resignation  |  |
| Officer<br>Officer Terminin<br>Code:<br>Termination Rea<br>Enlisted<br>Enlisted dischar<br>code:<br>Enlisted Dischar<br>Reason:<br>Enlisted dischar<br>code:<br>Death<br>Save<br>Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharge  | son: Acceptance of Resignation  | ~  |
| Officer Terminin<br>Code:<br>Termination Rea<br>Enlisted<br>Enlisted dischar<br>code:<br>Enlisted Dischar<br>Reason:<br>Enlisted dischar<br>code:<br>► Death<br>Save Return to<br>ENLISTED:<br>▼ Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  | son: Acceptance of Resignation  | ~  |
| Code:<br>Termination Res<br>Enlisted<br>Enlisted discha<br>code:<br>Enlisted Discha<br>Reason:<br>Enlisted discharge<br>Officer<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:   | son: Acceptance of Resignation  | ~  |
| Enlisted<br>Enlisted discha<br>code:<br>Enlisted Discha<br>Reason:<br>Enlisted discha<br>code:<br>Death<br>Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  | Acceptance of Resignation   |  |
| Enlisted dischar<br>code:<br>Enlisted Dischar<br>Reason:<br>Enlisted dischar<br>code:<br>Death<br>Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  |   |  |
| code:<br>Enlisted Discha<br>Reason:<br>Enlisted discha<br>code:<br>Death<br>Save Return to<br>ENLISTED:<br>© Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  |   |  |
| Reason:<br>Enlisted dischar<br>code:<br>Death<br>Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  | ge  | ▼  |
| code:<br>Death<br>Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  | -   | <b>~</b>   |
| Save Return to<br>ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  | ge  | ~  |
| ENLISTED:<br>Discharge<br>Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  |   |  |
| <ul> <li>Discharge</li> <li>Officer</li> <li>Officer Terminina<br/>Code:<br/>Termination Rease</li> <li>Enlisted</li> <li>Enlisted discharge<br/>code:<br/>Enlisted Discharge<br/>Reason:</li> </ul>   | Search Notify   | Add Update/Display Include H   |
| <ul> <li>Discharge</li> <li>Officer</li> <li>Officer Terminina<br/>Code:<br/>Termination Rease</li> <li>Enlisted</li> <li>Enlisted discharge<br/>code:<br/>Enlisted Discharge<br/>Reason:</li> </ul>   |   |  |
| Officer<br>Officer Terminina<br>Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  |   |  |
| Code:<br>Termination Reas<br>Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:  |   |  |
| Enlisted<br>Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:   | tion  | ~  |
| Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:   | on:   | ~  |
| Enlisted discharg<br>code:<br>Enlisted Discharg<br>Reason:   |   |  |
| Enlisted Discharg<br>Reason:   | eHonorable  | ×  |
| Endiate distant  |   |  |
| Enlisted discharg<br>code:   | Bad Conduct   | -  |
|  | e Dishonorable<br>Honorable<br>Uncharacterized                                    |  |
| ▶ Death  | e Dishonorable<br>Honorable<br>Uncharacterized<br>Under Honorable Conditions      |  |
| Save Return to   | e Dishonorable<br>Honorable<br>Uncharacterized                                    |  |

#### Procedures,

continued

| Step              |                                       |                    | Actio                | on                           |                          |                    |    |
|-------------------|---------------------------------------|--------------------|----------------------|------------------------------|--------------------------|--------------------|----|
| 6                 | Slect the Additio                     | onal Info ta       | ab. All inform       | ation on th                  | nis tab is ente          | ered by PSC a      | nd |
|                   | cannot be edited.                     |                    |                      |                              |                          |                    |    |
|                   | Separation Details                    | dditional Info     | Order Information    | Order Travel                 | Order Notes              | Leave Information  | >  |
|                   | Donald Duck                           |                    | Empl ID              | : 1234567                    | Empl Record:             | 0                  |    |
|                   | Trans ID: 290                         | 5096               | C                    | order Action:                |                          | ► Go               |    |
|                   | •                                     | )1/2024<br>)2/2024 |                      | 21                           | Separation               |                    |    |
|                   | Separation Details                    | 12/2024            |                      | nuel status. A               | anonzea                  |                    |    |
|                   | Element Name:<br>Separation Pay Type: |                    |                      |                              |                          |                    |    |
|                   | Job Code:                             |                    |                      |                              |                          |                    |    |
|                   | Salary Grade:                         |                    |                      |                              |                          |                    |    |
|                   | Save Return to Se                     | Notify             | Add                  | Update/Displa                | Include Histor           | Correct History    |    |
|                   |                                       |                    |                      |                              |                          |                    |    |
| 7                 | • Select the <b>Ord</b>               |                    |                      |                              |                          |                    |    |
|                   | • Enter the Auth                      | orizing Of         | fficial.             |                              |                          |                    |    |
|                   | • Click Save.                         |                    |                      |                              |                          |                    |    |
|                   | Separation Details A                  | Additional Info    | Order Information    | Order Travel                 | Order Notes              | Leave Information  | >  |
|                   | Donald Duck                           |                    | Empl                 | ID: 1234567                  | Empl Record              |                    |    |
| Trans ID: 2905096 |                                       | Order Action:      |                      | ✓ Go                         |                          |                    |    |
|                   | •                                     | 1/2024<br>2/2024   |                      | Order Type:<br>Order Status: | Separation<br>Authorized |                    |    |
|                   | Orders Basic Informat                 | ion<br>TER         |                      |                              |                          |                    |    |
|                   | Reason Code:                          | DSC                |                      |                              |                          |                    |    |
|                   | Transfer Authority:                   | Coast Gu           | ard Personnel Comman | d                            |                          |                    |    |
|                   | Authorizing Official:                 | Coast E.           | Bear, YNC, USCG      |                              |                          |                    |    |
|                   | Save Return to Se                     | arch Notify        | Add                  | Update/Display               | Include Histo            | ry Correct History | y  |
|                   |                                       |                    |                      |                              |                          |                    |    |

#### Procedures,

continued

| Step |   |   |                                   |                |                | Action            |   |                         |                        |
|------|---|---|-----------------------------------|----------------|----------------|-------------------|---|-------------------------|------------------------|
| 8    | • Select the <b>Order Travel</b> tab.             |   |                                   |                |                |                   |   |                         |                        |
|      | • Scro  | • Scroll down to the Travel Orders section and click View All to see both the |                                   |                |                |                   |   |                         |                        |
|      | Depa  | art and   | l Repo                            | rt rows.       |                |                   |   |                         |                        |
|      | Separati  | ion Details   | Additior                          | nal Info Ord   | er Information | Order Trave       | I Order Notes   | >                       |                        |
|      | Donald Du   | lick  |                                   |                |                | Empl ID:          | 1234567 E   | mpl Record: 0           |                        |
|      | Trans ID:<br>Order Beg<br>Order End<br>Itinerary  |   | 2905096<br>08/01/202<br>08/02/202 |                |                | Orde              | er Action:<br>er Type: Separat<br>er Status: Authoriz |                         | Go                     |
|      | <b></b>   |   |                                   |                |                |                   |   |                         | 1-2 of 2 🗸 🕨 🕨         |
|      | Seq T<br>Nbr T                                    | Travel Type   | Travel<br>Approval                | Estimated Date | Actual Date    | Nature of Duty    | Deptid Description                                    | Position Description    | Location Description   |
|      | 1 0   | Depart  | Approved                          | 08/01/2024     | 08/01/2024     |                   | SEC ANCHORAGE<br>CMD CENTER                           | COMMAND DUTY<br>OFFICER | SEC ANCHORAGE          |
|      | 99 F  | Report  | Approved                          | 08/02/2024     |                |                   | PPC AT HOME SEP<br>MBRS                               |                         | CG UNITS-<br>TOPEKA KS |
|      | Travel O  | rders   |                                   |                |                | Q                 | 1 of 2 🗸  | View All                | ]                      |
|      | *Seg Nbr:   | 1 Tra   | avel Type:                        | Depart 🗸 T     | rvl Approval:  | Approved          |   | + -                     |                        |
|      | Estimate  | d Date: 0   | 18/01/2024                        | Depart         |                | 008344 Q          | SEC ANCHORAGE   | CMD CENTER              |                        |
|      | Actual Da   | ate: C  | 8/01/2024                         | Locatio        | on:            | AK0008 Q          | SEC ANCHORAGE   |                         |                        |
|      | Nature of   | Duty:   |                                   |                | l              | 00005534 <b>Q</b> | COMMAND DUTY  | OFFICER                 |                        |
|      | OthersLee   | PP  |                                   |                | Job Code:      | 000097            | Lieutenant Junior G                                   | irade                   |                        |
|      | Other Location: PPC AT HOME SEP MBRS              |   |                                   |                |                |                   |   |                         |                        |
|      | Travel Details     Additional Authorized Expenses |   |                                   |                |                |                   |   |                         |                        |
|      |   | En route  |                                   |                |                |                   |   |                         |                        |
|      |   | Begin D   | ate                               | End Date       |                | Delay En rout     | ie -  | Days                    |                        |
|      |   | 1   | [                                 |                |                |                   | ~   |                         | + -                    |
|      | Depen   | dents Auth  | norized for                       | Travel         |                |                   |   |                         |                        |
|      | Save  | Return  | to Search                         | Notify         |                | Add               | Update/Display  | Include History         | Correct History        |
|      |   |   |                                   |                |                |                   |   |                         |                        |
|      |   |   |                                   |                |                |                   |   |                         |                        |

#### Procedures,

continued

| Step | Action   |
|------|--|
| 9    | Seq Nbr 1, Depart row:   |
|      | • 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).         |
|      | • Select Separation for the Nature of Duty drop-down.  |
|      | • Click the arrows to expand the <b>Per Diem</b> , <b>Travel Details</b> and <b>Additional</b> |
|      | Authorized Expenses sections to add specific travel entitlements for the member.               |
|      | Seq Nbr 99, Report row:  |
|      | • Enter the Actual Date (same as estimated).   |
|      | • Select Separation from the Nature of Duty drop-down.   |
|      | • Verify the <b>Department</b> for separation is 003333.                                       |
|      | • Verify the <b>Location</b> is KS0001.  |
|      | • The <b>Position Number</b> and <b>Posn Job Code</b> should be blank.                         |
|      | • The Other Location, Per Diem, Travel Details and Additional Authorized                       |
|      | Expenses sections are not used for Discharges.   |
|      | *Seq Nbr: 1 Travel Type: Depart V Trvl Approval: Approved +                                    |
|      | Estimated Date: 08/01/2024 📰 Department: 008344 Q SEC ANCHORAGE CMD CENTER                     |
|      | Actual Date: 08/01/2024 📰 Location: AK0008 Q SEC ANCHORAGE                                     |
|      | Nature of Duty: Separation V Position Number: 00005534 Q COMMAND DUTY OFFICER                  |
|      | Posn Job Code: 000097 Lieutenant Junior Grade  |
|      | Other Location: PPC AT HOME SEP MBRS   |
|      | <ul> <li>Per Diem</li> <li>Travel Details</li> <li>Additional Authorized Expenses</li> </ul>   |
|      | *Seq Nbr: 99 Travel Type: Report V Trvl Approval: Approved +                                   |
|      | Estimated Date: 08/02/2024 📰 Department: 003333 Q PPC AT HOME SEP MBRS                         |
|      | Actual Date: 08/02/2024 📰 Location: KS0001 Q CG UNITS-TOPEKA KS                                |
|      | Nature of Duty: Separation V Position Number: Q  |
|      | Posn Job Code:   |
|      | Other Location:  |
|      | Per Diem<br>Iravel Details   |
|      | Additional Authorized Expenses   |
|      |  |

#### Procedures,

continued

| Step | Action  |  |  |  |  |  |
|------|---|--|--|--|--|--|
| 10   | Delay En Route:   |  |  |  |  |  |
|      | Enter any Terminal Leave the member plans to take. The <b>End Date</b> cannot go  |  |  |  |  |  |
|      | beyond the Discharge date. <b>Terminal Leave</b> (INCONUS or OUTCONUS)  |  |  |  |  |  |
|      | <b>MUST</b> be the last entry for the Delay En Route section.   |  |  |  |  |  |
|      | <b>NOTE:</b> 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.  |  |  |  |  |  |
|      | Begin Date End Date Delay En route Days   |  |  |  |  |  |
|      |   |  |  |  |  |  |
|      | 1 10/20/2023 10/30/2023 Terminal Leave INCONUS  |  |  |  |  |  |
| 11   | Dependents Authorized for Travel  |  |  |  |  |  |
| 11   | Dependents Authorized for Travel:<br>• Select the Auth for Travel has for the appropriate dependents  |  |  |  |  |  |
|      | <ul> <li>Select the Auth for Travel box for the appropriate dependents.</li> <li>If the dependents do not out a populate use the Dep/Paper lookup, and select.</li> </ul> |  |  |  |  |  |
|      | • If the dependents do not auto-populate, use the <b>Dep/Benef</b> lookup, and select each one, as appropriate.   |  |  |  |  |  |
|      | Click Save.   |  |  |  |  |  |
|      | ▼ Check Save.<br>▼ Dependents Authorized for Travel   |  |  |  |  |  |
|      | Auth for<br>Travel         Dep/Benef         Name         Relation         Marital Status         Marital Status Date         Student         Date of Birth               |  |  |  |  |  |
|      | 1         02         Q         Duck, Daisy A.         Spouse         Married         05/15/2023         N         04/05/1990         +         -                          |  |  |  |  |  |
|      |   |  |  |  |  |  |
|      | Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History   |  |  |  |  |  |
| 12   | 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 >   |  |  |  |  |  |
|      | Donald Duck Empl ID: 1234567 Empl Record: 0   |  |  |  |  |  |
|      | Trans ID:     2905096     Order Action:       Order Begin Date:     08/01/2024     Order Type:  |  |  |  |  |  |
|      | Order End Date: 08/02/2024 Order Status: Authorized   |  |  |  |  |  |
|      | 🛱 Q III 1-3 of 3 v 🕨 🕨  |  |  |  |  |  |
|      | Seq Travel Type Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description   |  |  |  |  |  |
|      | 07/10/2024 Terminal Leave<br>INCONUS  |  |  |  |  |  |
|      | 1 Depart Approved 08/01/2024 08/01/2024 SEC ANCHORAGE COMMAND DUTY SEC ANCHORAGE  |  |  |  |  |  |
|      | 99 Report Approved 08/02/2024 08/02/2024 Separation PPC AT HOME SEP CG UNITS-   |  |  |  |  |  |
|      | MBRS TOPERARS   |  |  |  |  |  |
|      | Travel Orders Q I I 4 1-2 of 2 V I I View 1   |  |  |  |  |  |
|      | *Seq Nbr: 1 Travel Type: Depart V Trvl Approval: Approved   |  |  |  |  |  |
|      | Estimated Date: 08/01/2024 🛗 Department: 008344 Q SEC ANCHORAGE CMD CENTER  |  |  |  |  |  |
|      | Actual Date: 08/01/2024   |  |  |  |  |  |
| 1    | Nature of Duty:   Position Number: 00005534 Q COMMAND DUTY OFFICER  |  |  |  |  |  |
|      |   |  |  |  |  |  |

Procedures,

continued

| Step | Action  |
|------|---|
| 13   | • Select the <b>Order Notes</b> tab.  |
|      | • Enter the appropriate <b>Contract Clause(s)</b> (Order Notes) using the lookup icon and edit as appropriate.                                    |
|      | • Use the <b>Plus</b> (+) and <b>Minus</b> (-) buttons to add or remove rows as necessary.  |
|      | • Enter the <b>Sequence Number</b> (s) to identify how they will appear on the orders.  |
|      | • Click Save.   |
|      | Separation Details         Additional Info         Order Information         Order Travel         Order Notes         Leave Information         > |
|      | Donald Duck Empl ID: 1234567 Empl Record: 0   |
|      | Trans ID: 2905096 Order Action:   |
|      | Order Begin Date:     08/01/2024     Order Type:     Separation       Order End Date:     08/02/2024     Order Status:     Authorized             |
|      | Separation Details     Q     I     I     I     View All   |
|      | *Contract Clause: Q<br>*Sequence Number:  |
|      | Show on Printed Order   |
|      | Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History                   |
|      |   |

#### Procedures,

continued

| Action  |
|---|
| Select the Leave Information tab.   |
| <ul> <li>Select the Leave Information tab.</li> <li>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.</li> <li>Leave Balance – Balance as of current pay/absence calendar.</li> <li>Cumulative Sold Leave – Number of leave days sold in the member's military career (if any).</li> <li>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> <li>Wishing to carry over leave to another branch of the service,</li> <li>If the member is immediately being rehired (with no break).</li> </ul> </li> <li>** 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.</li> <li>Terminal Leave (Days) – Sum of terminal leave days specified on the Order Travel tab.</li> </ul> |
| Click <b>Save</b> .   |
| Separation Details Additional Info Order Information Order Travel Order Notes Leave Information   |
| Donald Duck Empl ID: 1234567 Empl Record: 0   |
| Trans ID:     2905096     Order Action:     ✓     Go       Order Begin Date:     08/01/2024     Order Type:     Separation       Order End Date:     08/02/2024     Order Status:     Authorized       Leave Balances     Go     Context Status:     Separation   |
| Leave Balance: 51.500000 Cumulative Sold Leave: 0.000000  |
| Leave Disposition         Total to Carry Over (Days):       0.0         Terminal Leave Begin:       07/10/2024         Terminal Leave (Days):       23.0         Terminal Leave End:       08/01/2024   |
| Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History   |
| This Message will display if the Total to Carry Over (Days) was populated.<br>Click <b>OK</b> to clear the message.   |
|   |

Procedures,

continued

| Action  |   |   |  |  |   |   |  |  |  |  |
|---|---|---|--|--|---|---|--|--|--|--|
| Click the continuation <b>arrow</b> to access additional tabs.  |   |   |  |  |   |   |  |  |  |  |
| Separation Details  | Additional Info O   | order Information   | Order Travel   | Order Notes  | Leave I   | nformation >  |  |  |  |  |
|   |   |   |  |  |   |   |  |  |  |  |
| • Select the Order Funding tab.   |   |   |  |  |   |   |  |  |  |  |
| Click Create Funding.   |   |   |  |  |   |   |  |  |  |  |
| •   | Notes Leave Information   |   | Order Funding  | Order Audit  |   |   |  |  |  |  |
|   |   | Empl ID: 1234567 Empl Record: 0   |  |  |   |   |  |  |  |  |
| Order Begin Date:     08/01/2024       Order Type:     Separation                                       |   |   |  |  |   |   |  |  |  |  |
| Order End Date: 08/02/2024 Order Status: Authorized   |   |   |  |  |   |   |  |  |  |  |
| Project Code SR6 Q Task Code Q  |   |   |  |  |   |   |  |  |  |  |
| Create Funding  |   |   |  |  |   |   |  |  |  |  |
|   |   |   |  |  |   | View All  |  |  |  |  |
| Summary POET Details  |   |   |  |  |   |   |  |  |  |  |
| Status  | Document#   | POET F  | unding Type  | Cost Total   | Funds Check<br>Status   | Obligation Status   |  |  |  |  |
| 1 New   | NEW   | NEW   |  | \$0.00   | New   | New   |  |  |  |  |
| Total Cost: \$0.00 Resubmit Order   |   |   |  |  |   |   |  |  |  |  |
| Save         Return to Search         Notify         Add         Update/Display         Include History |   |   |  |  |   | Correct History   |  |  |  |  |
|   |   |   |  |  |   |   |  |  |  |  |
|   | Separation Details  Separation Details  Click Create  Click Create  Corder Travel Order Donald Duck  Trans ID: 29050 Order Begin Date: 08/02/ Order End Date: 08/02/ Funding Data 1 Project Code SR6  Cummary POET Det Status 1 New | Separation Details       Additional Info       C         • Select the Order Funding to       • Click Create Funding.         • Order Travel       Order Notes       Leave Information         Donald Duck       Trans ID:       2905096         Order End Date:       08/01/2024       Order End Date:         Order End Date:       08/01/2024       Tas         Funding Data 1       Project Code       SR6       C         Summary       POET Details       II>         Status       Document#       1       NEW | Click the continuation arrow to access a         Separation Details       Additional Info       Order Information         • Select the Order Funding tab.         • Click Create Funding.          Order Travel       Order Notes       Leave Information         Order Travel       Order Notes       Leave Information       Order Approval         Donald Duck       Empl ID:       Trans ID:       2905096       Order         Order End Date:       08/01/2024       Order       Order         Order End Date:       08/02/2024       Order       Order         Funding Data 1       Project Code       SR6       Task Code       Implete         Summary       POET Details       III)       NEW       NEW       NEW | Click the continuation arrow to access additional tal<br>Separation Details Additional Info Order Information Order Travel | Click the continuation arrow to access additional tabs.          Separation Details       Additional Info       Order Information       Order Travel       Order Notes         • Select the Order Funding.       • Click Create Funding.       • Order Approval       Order Funding       Order Audit         Denald Duck       Empl ID:       1234567       Empl Record:       0         Trans ID:       2905096       Order Action:       •       •         Order Begin Date:       08/01/2024       Order Trask Code       •       •         Funding Data 1       Project Code       SR6       Task Code       •       •       •         Summary       POET Details       III       •       •       •       •       •       •         New       NEW       NEW       NEW       \$0.00       •       •       •       • | Click the continuation arrow to access additional tabs.          Separation Details       Additional Info       Order Information       Order Travel       Order Notes       Leave I         • Select the Order Funding tab.       • Click Create Funding.         < Order Travel       Order Notes       Leave Information       Order Audit         Donald Duck       Empl ID:       1234567       Empl Record:       0         Order Begin Date:       08/01/2024       Order Type:       Separation         Order Begin Date:       08/01/2024       Order Type:       Separation         Funding Data 1       Project Code       SR6       Task Code       Q         IB       Q       Issue       Issue       Issue       Issue       Status       Document#       POET       Funding Type       Cost Total       Status         I New       NEW       NEW       NEW       Stool       New |  |  |  |  |

#### Procedures,

continued

| tep |   |   |  | Action   | l  |  |  |   |  |
|-----|---|---|--|--|--|--|--|---|--|
| 17  | This  | s wil   | l generate   | the POET Details. Enter  | the Cost Totals  | s for eac  | h Fu   | nding   |  |
|     |   |   | 0  | s intentions as authorized   |  |  |  | 0   |  |
|     | • 1   | -   |  |  |  |  |  |   |  |
|     | <b>Order</b> , and then click <b>Save</b> . The <b>Order Status</b> will update to Awaiting \$. On FSMS receives data, the Order Status will revert to Authorized (see NOTE 2). |   |  |  |  |  |  |   |  |
|     | $\begin{bmatrix} 1 \\ 5 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\$   |   |  |  |  |  |  |   |  |
|     | NO  | TE  | <b>1</b> : If the Ho   | ousehold Goods Cost Tot  | al is \$0.00 but t   | he mem   | ber i  | s   |  |
|     |   |   |  | see the Estimates: House   |  |  |  |   |  |
|     |   |   | ,  | pdate accordingly, See th  |  |  |  | U   |  |
|     |   | -   |  | ng the estimated cost for a  |  | ocureu i   | VIUV   |   |  |
|     | secu  |   | or obtainin  | ing the estimated cost for a   | a FFIVI.   |  |  |   |  |
|     | NO  |   | This pro   | and will depend on the   | availability of  | FCN/C  | Line   | n alial   |  |
|     |   |   | -  | cess will depend on the  | •  |  | -  |   |  |
|     |   |   |  | ne Order Status will upd   | U  |  |  |   |  |
|     |   |   |  | y be necessary to exit th  |  |  |  |   |  |
|     |   |   | 1  | riodically to verify the Or  | 1  |  |  |   |  |
|     | <mark>Onc</mark>  | e th  | e Order Sta  | atus indicates Authorized  | , continue to Sta  | ер 18. Т   | he S   | <mark>eparati</mark>  |  |
|     | <mark>Ord</mark> e  | er N  | <b>IUST</b> be c   | ompleted and routed to th  | e SPO Auditor  | for app  | roval  |   |  |
|     |   | Order MUST be completed and routed to the SPO Auditor for approval.   |  |  |  |  |  |   |  |
| -   | Donald Duck         Ender Notes         Leave minimation         Order Addit         Order Addit  |   |  |  |  |  |  |   |  |
|     | Donal   | ld Duck   |  |  |  |  |  |   |  |
|     | Trans   | ID:   | 2905096  | Empl ID: 123456<br>Order Actio   | 67 Empl Record:  |  | Go   |   |  |
|     | Trans<br>Order  |   | 2905096<br>Date: 08/01/2024  | Empl ID: 123456  | 67 Empl Record:<br>on:   |  | Go   |   |  |
|     | Trans<br>Order<br>Order   | ID:<br>Begin I  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1  | Empl ID: 123456<br>Order Actio<br>Order Type<br>Order Statu  | 37 Empl Record:<br>51 Separation<br>15 Authorized  |  |  | Funding   |  |
|     | Trans<br>Order<br>Order<br>Fund   | iD:<br>Begin I<br>End Da  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1  | Empl ID: 123456<br>Order Actio<br>Order Type<br>Order Statu  | 67 Empl Record:<br>on:   |  | Go<br>Create F   | -unding   |  |
|     | Trans<br>Order<br>Order<br>Fund   | ID:<br>Begin I<br>End Da<br><b>ling Da</b>  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1  | Empl ID: 123456<br>Order Actic<br>Order State  | 37 Empl Record:<br>51 Separation<br>15 Authorized  |  |  | Funding   |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro  | ID:<br>Begin I<br>End Da<br>Iing Da   | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1  | Empl ID: 123456<br>Order Actic<br>Order State  | 37     Empl Record:       on:  |  |  |   |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro  | ID:<br>Begin I<br>End Da<br>ing Da<br>oject Co<br>Q<br>mmary  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6  | Empl ID: 123456<br>Order Actic<br>Order Type<br>Order Statu  | 37     Empl Record:       on:  |  |  |   |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro  | ID:<br>Begin I<br>End Da<br>ing Da<br>oject Co<br>Q<br>mmary  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details  | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu   | 37 Empl Record:<br>on:<br>: Separation<br>us: Authorized<br>Q  | 0<br>~<br>[1-9 of 9 ~  | Create F   | View All Obligation   |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro  | i ID:<br>· Begin I<br>· End Da<br>ding Da<br>oject Co<br>Q<br>mmary<br>Status   | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#   | Empl ID: 123456<br>Order Actio<br>Order Statu<br>Order Statu   | 37 Empl Record:<br>59 : Separation<br>51 : Separation<br>52 : Authorized<br>9<br>14 4<br>Funding Type  | 0<br>V<br>1-9 of 9 V<br>Cost Total   | Create F   | View All<br>Obligation<br>Status  |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro  | i ID:<br>r Begin I<br>r End Da<br>ding Da<br>oject Co<br>Q<br>mmary<br>Status<br>New  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#<br>70Z0SEP240023316   | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu<br>IIP<br>POET<br>UCGIOHOMPC37380CMDCT21002324SEPRETIR  | 37 Empl Record:<br>on:<br>: Separation<br>us: Authorized<br>Q<br>Funding Type<br>Member Travel   | 0<br>  | Create F   | Obligation<br>Status  |  |
|     | Trans<br>Order<br>Fund<br>Pro   | ID:<br>Begin I<br>End Da<br>oject Co<br>Q<br>mmary<br>Status<br>New   | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>a 1<br>de SR6<br>POET Details<br>Document#<br>70Z0SEP240023316  | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu<br>Task Code<br>III<br>POET<br>UCGIOH0MPC37380CMDCT21002324SEPRETIR<br>UCGIOH0MPC37380CMDCT21002224SEPRETIR   | Templ Record:  Separation Separa  | 0<br>  | Create F<br>Funds<br>Check<br>Status<br>New<br>New   | Obligation<br>Status<br>New<br>New  |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Pro<br>Sur<br>Sur<br>2 h<br>3 h  | ID:<br>Begin I<br>End Da<br>oject Co<br>Q<br>mmary<br>Status<br>New<br>New  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#<br>70Z0SEP240023316<br>70Z0SEP240023316   | Empl ID: 123456<br>Order Actic<br>Order State<br>Order Order Or   | 37 Empl Record:<br>39 Separation<br>39 Separation<br>39 Separation<br>30 Separation<br>30 Separation<br>31 Separation<br>32 Separation<br>33 Separation<br>34 Separation<br>35 Separation<br>36 Separation<br>37 Separation<br>38 Separation<br>39 Separation<br>30 S | 0<br>0<br>1-9 of 9 ~<br>Cost Total<br>50.00<br>50.00   | Create F<br>Funds<br>Check<br>Status<br>New<br>New<br>New  | View All       Obligation<br>Status       New       New       New                     |  |
|     | Trans<br>Order<br>Fund<br>Pro<br>Sun<br>2 h<br>3 h<br>4 h   | ID:<br>Begin I<br>Fend Da<br>oject Co<br>Mmary<br>Status<br>New<br>New<br>New<br>New  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>a 1<br>de SR6<br>POET Details<br>Document#<br>70Z0SEP240023316<br>70Z0SEP240023317<br>70Z0SEP240023317  | Empl ID: 123456<br>Order Actic<br>Order State<br>Order State<br>Order State<br>Task Code<br>IIN<br>POET<br>UCGIOH0MPC37380CMDCT21002324SEPRETIR<br>UCGIOH0MPC37380CMDCT21002224SEPRETIR<br>UCGIOH0MPC37380CMDCT12203024SEPRETIR  | Funding Type  Member Travel  Dependent Travel  DLA Dislocation Allowance House Hold Goods  Privately Owned Vehicles  | 0<br>0<br>1-9 of 9 ~<br>Cost Total<br>S0 00<br>S0 00<br>S0 00  | Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New  | View All       Obligation<br>Status       New       New       New       New       New |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Trans<br>Sun<br>2 h<br>3 h<br>4 h<br>5 h<br>6 h  | ID:<br>Pegin I<br>End Da<br>Iing Da<br>Joject Co<br>Ca<br>mmary<br>Status<br>New<br>New<br>New<br>New   | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>a 1<br>de SR6<br>POET Details<br>Document#<br>70Z0SEP240023316<br>70Z0SEP240023317<br>70Z0SEP240023317  | Empl ID: 123456<br>Order Actic<br>Order Statt<br>Order Statt<br>Task Code<br>IIIN<br>POET<br>UCGIOHOMPC37380CMDCT21002324SEPRETIR<br>UCGIOHOMPC37380CMDCT21002224SEPRETIR<br>UCGIOHOMPC37380CMDCT12203024SEPRETIR<br>UCGIOHOMPC37380CMDCT22003524SEPRETIR  | Funding Type  Member Travel  Dependent Travel  DLA Dislocation Allowance House Hold Goods  Privately Owned Vehicles  | 0<br>0<br>   | Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New  | View All Obligation Status New New New New New New                                    |  |
|     | Trans<br>Order<br>Fund<br>Tro<br>Sur<br>Sur<br>2 h<br>3 h<br>4 h<br>5 h<br>6 h  | ID:<br>Pegin I<br>End Da<br>ding Da<br>oject Co<br>C<br>C<br>Status<br>Status<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New   | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#<br>7020SEP240023316<br>7020SEP240023316<br>7020SEP240023317<br>7020SEP240023317   | Empl ID: 123456<br>Order Actic<br>Order State<br>Order State<br>Or | Separation     S  | 0<br>0<br>   | Create F<br>Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New               | View All Obligation Status New New New New New New New                                |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Trans<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun  | ID:<br>Pegin ID<br>End Da<br>Callent<br>Pegin ID<br>End Da<br>Callent<br>Pegin ID<br>End Da<br>Pegin ID<br>End Da<br>End Da | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>a 1<br>de SR6<br>POET Details<br>Document#<br>7020SEP240023316<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317  | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu<br>Task Code<br>Task Code<br>Task Code<br>UCGIOHOMPC37380CMDCT21002324SEPRETIR<br>UCGIOHOMPC37380CMDCT21002224SEPRETIR<br>UCGIOHOMPC37380CMDCT12200324SEPRETIR<br>UCGIOHOMPC37380CMDCT22004624SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR  | 37       Empl Record:         38:       Separation         15:       Authorized         Q       Image: Authorized         Member Travel       Dependent Travel         DLA Dislocation Allowance       House Hold Goods         Privately Owned Vehicles       Temporary Lodging Expense         Temporary Lodging Allowance       Temporary Lodging Allowance   | 0<br>0<br>1-9 of 9 ~<br>Cost Total<br>S0 00<br>S0 00<br>S0 00<br>S0 00<br>S0 00<br>S0 00   | Create F<br>Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New               | View All Obligation Status New                    |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Trans<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun  | ID:<br>Feqin I<br>End Da<br>Joject Co<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#<br>7020SEP240023316<br>7020SEP240023316<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317                     | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu<br>Order Statu<br>II><br>POET<br>UCGIOHOMPC37380CMDCT21002324SEPRETIR<br>UCGIOHOMPC37380CMDCT1200324SEPRETIR<br>UCGIOHOMPC37380CMDCT12203024SEPRETIR<br>UCGIOHOMPC37380CMDCT22004624SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR  | Separation     S  | 0<br>0<br>   | Create F<br>Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New | View All Obligation Status New                    |  |
|     | Trans<br>Order<br>Order<br>Fund<br>Trans<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun<br>Sun  | ID:<br>Feqin I<br>End Da<br>Called Da  | 2905096<br>Date: 08/01/2024<br>te: 08/02/2024<br>ta 1<br>de SR6<br>POET Details<br>Document#<br>7020SEP240023316<br>7020SEP240023316<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317<br>7020SEP240023317 | Empl ID: 123456<br>Order Actic<br>Order Statu<br>Order Statu<br>Order Statu<br>II><br>POET<br>UCGIOHOMPC37380CMDCT21002324SEPRETIR<br>UCGIOHOMPC37380CMDCT1200324SEPRETIR<br>UCGIOHOMPC37380CMDCT12203024SEPRETIR<br>UCGIOHOMPC37380CMDCT22004624SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR<br>UCGIOHOMPC37380CMDCT12203124SEPRETIR  | 37       Empl Record:         on:       Separation         is:       Authorized         Q       Image: Authorized         Member Travel       Dependent Travel         DLA Dislocation Allowance       House Hold Goods         Privately Owned Vehicles       Temporary Lodging Expense         Temporary Lodging Allowance       Non-Temporary Storage         Personally Procured Move       Personally Procured Move   | 0<br>0<br>1-9 of 9 v<br>Cost Total<br>S0 00<br>S0 00 | Create F<br>Funds<br>Check<br>Status<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New<br>New | View All Obligation Status New                    |  |

#### Procedures,

continued

| Step | Action  |
|------|---|
| 18   | • Select the Order Approval tab.  |
|      | • Enter <b>Comments</b> as appropriate.   |
|      | • Click <b>Submit</b> .   |
|      | Order Travel     Order Notes     Leave Information     Order Approval     Order Funding     Order Audit                         |
|      | Donald Duck Empl ID: 1234567 Empl Record: 0   |
|      | Trans ID: 2905096 Order Action:   |
|      | Order Begin Date: 08/01/2024 Order Type: Separation Order End Date: 08/02/2024 Order Status: Authorized                         |
|      | Route for Approval  |
|      | Approval Type: Separation Order Approval  |
|      | 7054004   |
|      | Coast E. Bear   |
|      | SPO: PPC PROCEDURES & DEV SECTION   |
|      | Comment:  |
|      | Submit  |
|      |   |
|      | Save         Return to Search         Notify         Add         Update/Display         Include History         Correct History |
|      |   |
|      |   |

Procedures,

continued

| Action Once submitted, the Separation Orders are Pending approval.  |                                      |                               |                 |                 |  |  |  |
|---|--------------------------------------|-------------------------------|-----------------|-----------------|--|--|--|
| NOTE: SPOs/P  | &As MUST manually<br>UTCONUS COLA up | stop Career Sea               | a Pay, Career   | •               |  |  |  |
| on Terminal Lea   | ve (with no intention t              | o return) to pre              |                 |                 |  |  |  |
| Donald Duck   |                                      | of ID: 1234567                | Empl Record:    | 0               |  |  |  |
| Trans ID: 29<br>Order Begin Date: 08                                | 05096<br>/01/2024                    | Order Action: Order Type: Sep | aration         | • Go            |  |  |  |
| Order End Date: 08 Route for Approval                               | /02/2024                             | Order Status: Aut             | horized         |                 |  |  |  |
| Approval Type:  | Separation Order Approval            | ~                             |                 |                 |  |  |  |
| User ID:  | 7654321                              | Coast E. B                    | lear            |                 |  |  |  |
| Dept of Approving<br>SPO:   | 007800 <b>Q</b> PPC PROCE            | DURES & DEV SECTIO            | N               |                 |  |  |  |
| Comment:  |                                      |                               |                 | /               |  |  |  |
| Approve Separation  | n Order                              |                               |                 |                 |  |  |  |
|   | Order Header Pending                 | ♥View/Hic                     | de Comments     |                 |  |  |  |
| One Level Approval Pending Multiple Approve SPO Supervisor - Initia |                                      |                               |                 | 5               |  |  |  |
| Comments<br>Coast E Bear at<br><no comments=""></no>                | 2/04/23 - 11:51 AM                   |                               |                 |                 |  |  |  |
| System at 12/04/  | 96) is approver on step number 1, pa | th 1, stage 10, which has     | self-           |                 |  |  |  |
|   | arch Notify Add                      | Update/Display                | Include History | Correct History |  |  |  |