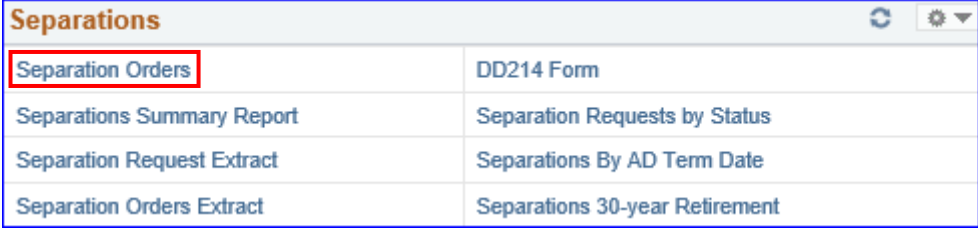
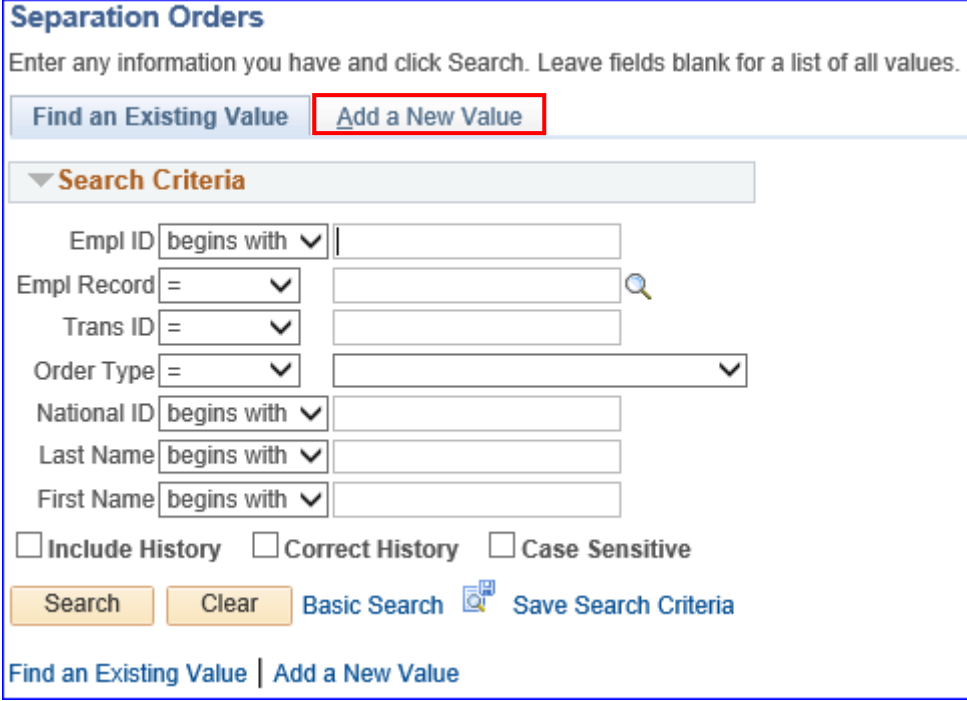


# Discharge – End of Enlistment

**Introduction** This guide provides the procedures for creating Discharge orders in Direct Access (DA) for a member reaching the end of their enlistment.

**Orders Integration Process** Once approved, they will be picked up on the Orders Integration Process around 4-5 days (if possible) before their Separation date. This will build the termination job row and put the orders in a finished status.

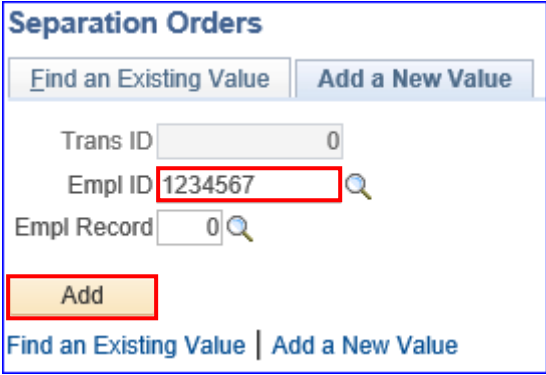
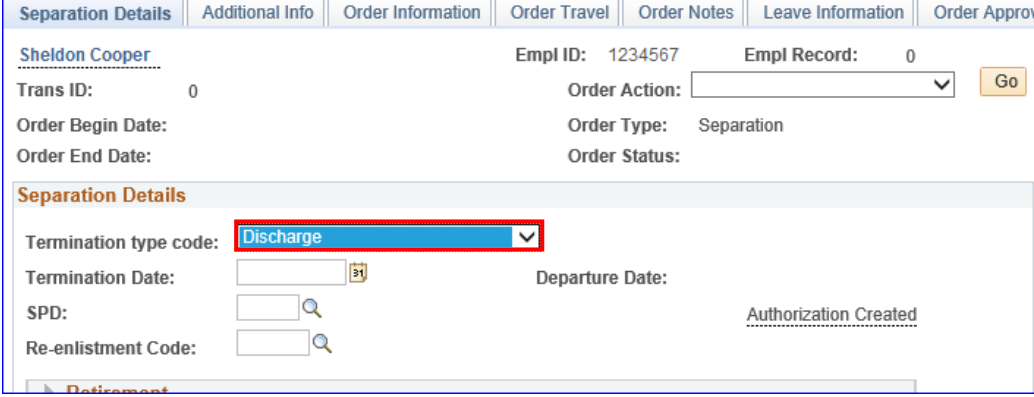
**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | <p>Select <b>Separation Orders</b> from the Separations pagelet.</p>  |
| 2    | <p>Select the <b>Add a New Value</b> tab.</p>                        |

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## Discharge – End of Enlistment, Continued

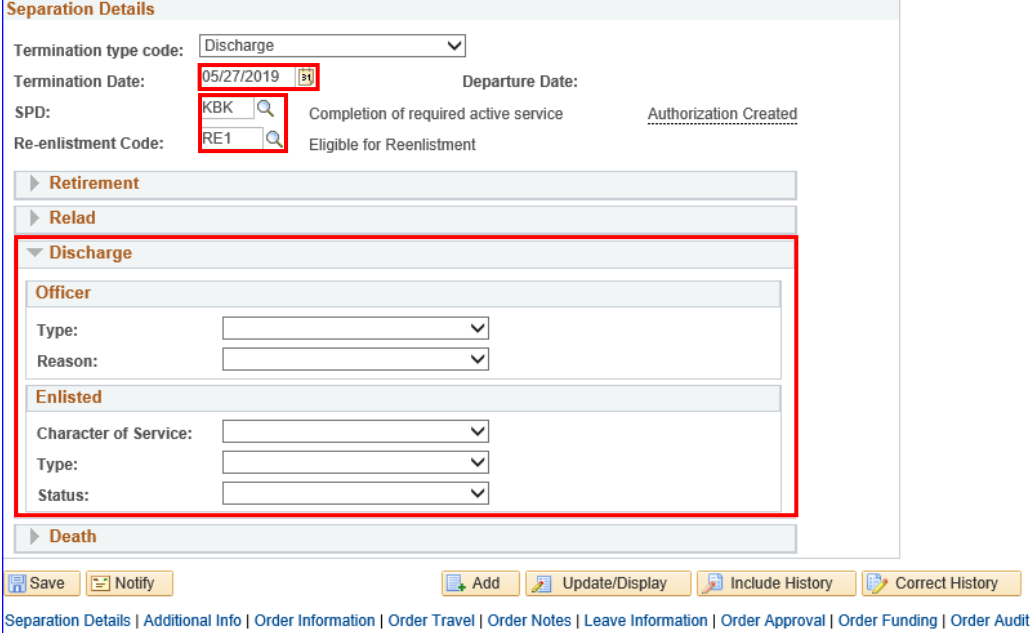
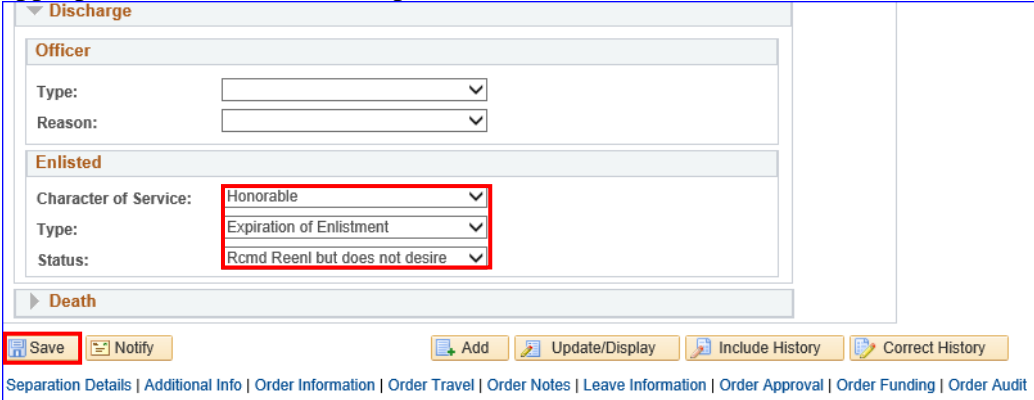
Procedures,  
continued

| Step | Action   |
|------|--|
| 3    | <p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p>   |
| 4    | <p>On the Separation Details tab, select Discharge from the <b>Termination type code</b> drop-down.</p>  |

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## Discharge – End of Enlistment, Continued

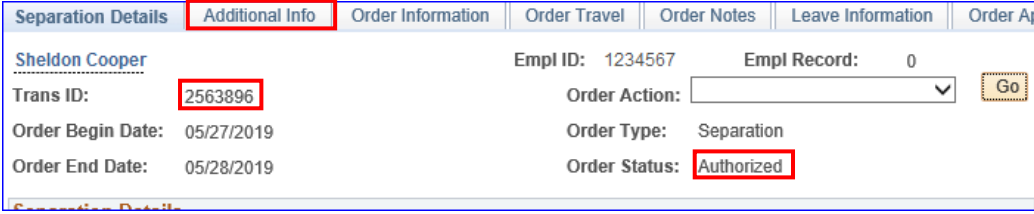
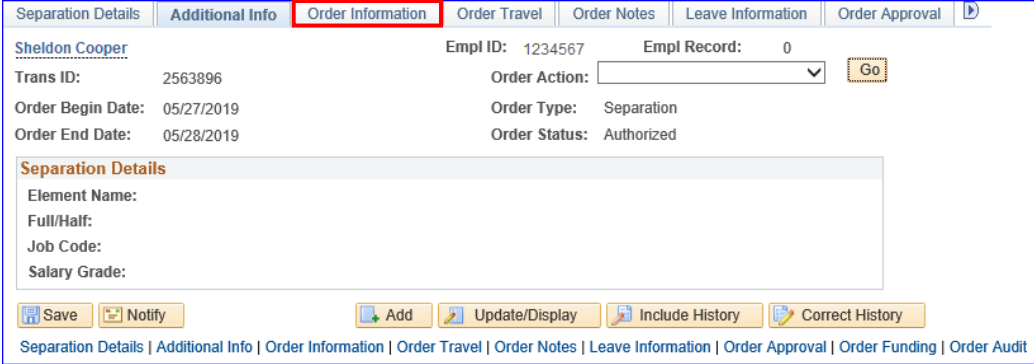
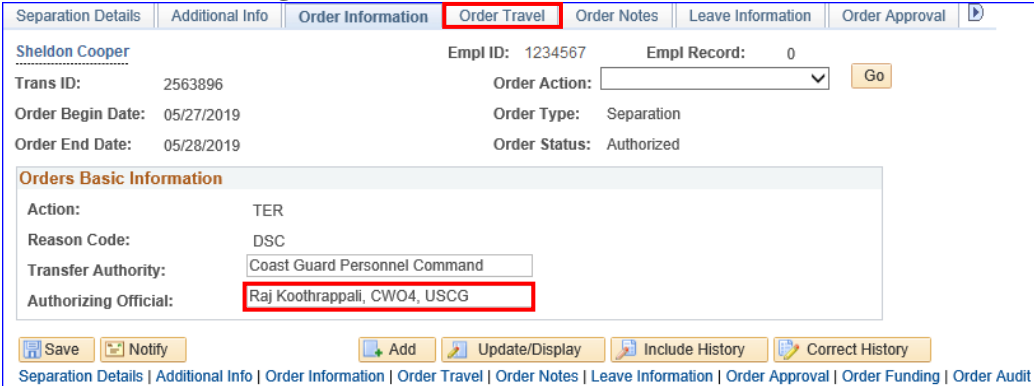
Procedures,  
continued

| Step | Action   |
|------|--|
| 5    | <p>Once Discharge is selected, the screen automatically opens the <b>Discharge</b> section of the orders. In the Separations Details section, enter the <b>Termination Date</b> as the last day of Active Duty (AD). Select the appropriate <b>Separation Program Designator (SPD)</b> and the appropriate <b>Re-enlistment Code</b> from the lookup icon.</p>  <p><b>Separation Details</b></p> <p>Termination type code: Discharge</p> <p>Termination Date: 05/27/2019 Departure Date:</p> <p>SPD: KBK Completion of required active service Authorization Created</p> <p>Re-enlistment Code: RE1 Eligible for Reenlistment</p> <p>Retirement</p> <p>Relad</p> <p>Discharge</p> <p>Officer</p> <p>Type: Reason:</p> <p>Enlisted</p> <p>Character of Service: Type: Status:</p> <p>Death</p> <p>Save Notify Add Update/Display Include History Correct History</p> <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Information   Order Approval   Order Funding   Order Audit</p> |
| 6    | <p>Depending on whether the member is an Officer or Enlisted, select the appropriate items from the drop-down <b>lists</b>. Click <b>Save</b>.</p>  <p>Discharge</p> <p>Officer</p> <p>Type: Reason:</p> <p>Enlisted</p> <p>Character of Service: Honorable Type: Expiration of Enlistment Status: Rcmd Reenl but does not desire</p> <p>Death</p> <p>Save Notify Add Update/Display Include History Correct History</p> <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Information   Order Approval   Order Funding   Order Audit</p>   |

*Continued on next page*

## Discharge – End of Enlistment, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 7    | <p>Saving will generate a <b>Trans ID</b> and will change the <b>Order Status</b> to Authorized. Select the <b>Additional Info</b> tab.</p>  |
| 8    | <p>All information on this tab is entered by PSC and cannot be edited. Select the <b>Order Information</b> tab.</p>                         |
| 9    | <p>Enter the <b>Authorizing Official</b> and then select the <b>Order Travel</b> tab.</p>    |

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## Discharge – End of Enlistment, Continued

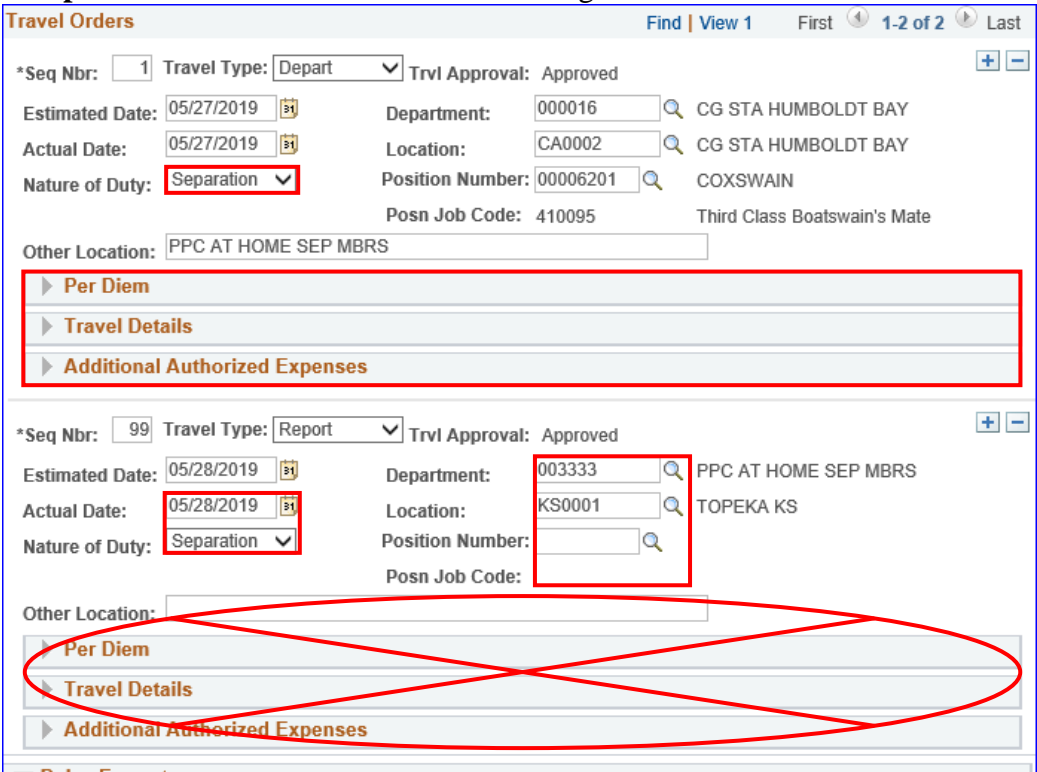
Procedures,  
continued

| Step      | Action  |
|-----------|---|
| <b>10</b> | <p>Click <b>View All</b> to see both the Depart and Report rows.</p> <p>The screenshot shows a web application interface for a separation order. At the top, there are tabs: Separation Details, Additional Info, Order Information, Order Travel (selected), Order Notes, Leave Information, and Order Approval. Below the tabs, the employee's name is Sheldon Cooper, with Empl ID: 1234567 and Empl Record: 0. There are fields for Trans ID (2563896), Order Action (a dropdown menu), and a Go button. Below that, there are fields for Order Begin Date (05/27/2019), Order End Date (05/28/2019), Order Type (Separation), and Order Status (Authorized). The main section is titled 'Itinerary' and contains a table with columns: Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The table has two rows: 1 Depart (Approved, 05/27/2019, 05/27/2019, CG STA HUMBOLDT BAY, COXSWAIN, CG STA HUMBOLDT BAY) and 99 Report (Approved, 05/28/2019, PPC AT HOME SEP MBRS, TOPEKA KS). At the bottom, there is a 'Travel Orders' section with a 'Find' button, a 'View All' button (highlighted with a red box), and pagination controls (First, 1 of 2, Last).</p> |

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## Discharge – End of Enlistment, Continued

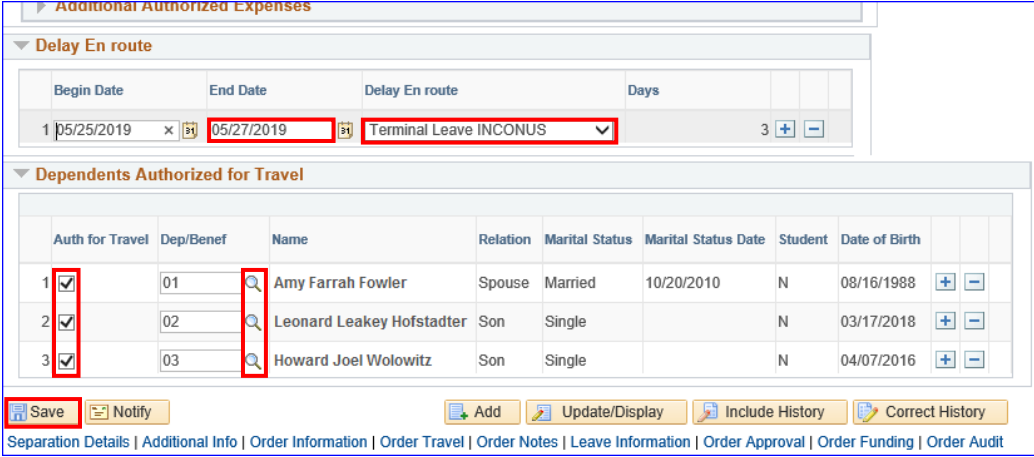
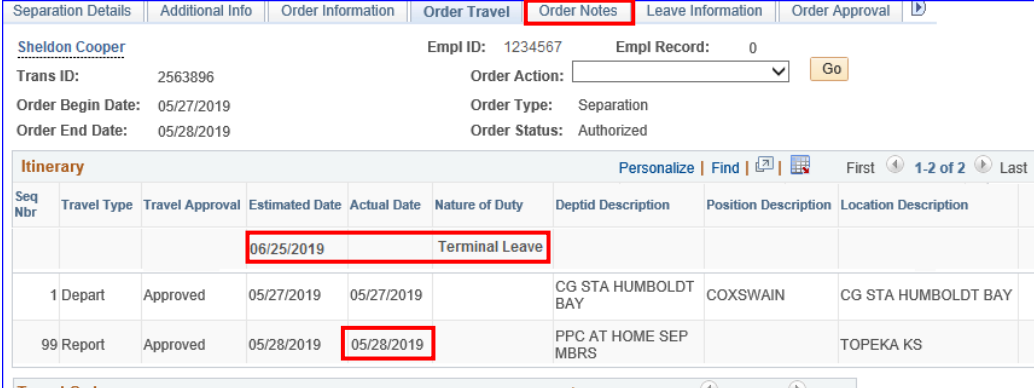
Procedures,  
continued

| Step | Action   |
|------|--|
| 11   | <p>Depart row:</p> <ul style="list-style-type: none"> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Click on the arrows to expand the <b>Per Diem</b>, <b>Travel Details</b>, and/or the <b>Additional Authorized Expenses</b> sections to add specific entitlements for the separating member.</li> </ul> <p>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</b>, <b>Per Diem</b>, <b>Travel Details</b>, and <b>Additional Authorized Expenses</b> sections are not used for Discharges.</li> </ul>  |

*Continued on next page*

## Discharge – End of Enlistment, Continued

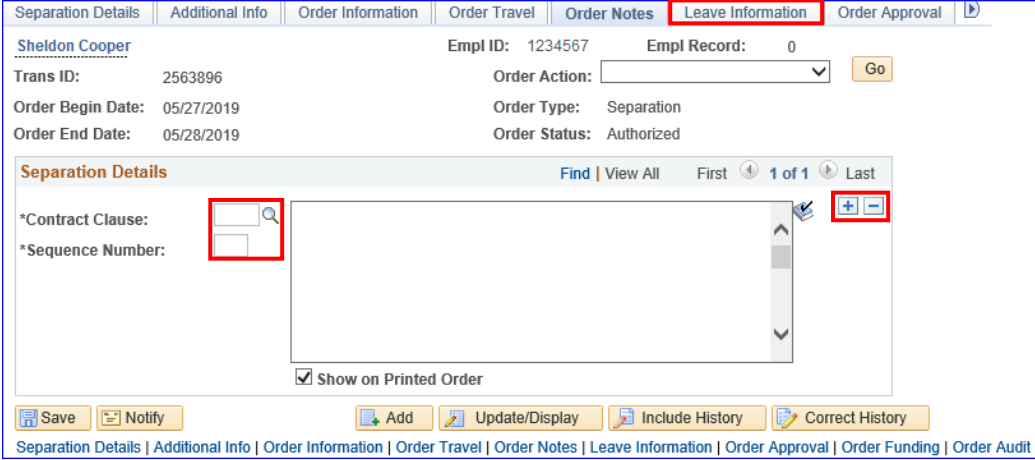
Procedures,  
continued

| Step             | Action  |
|------------------|---|
| <p><b>12</b></p> | <p>Delay En route:</p> <ul style="list-style-type: none"> <li>Enter any Terminal Leave the member plans to take. The <b>End Date</b> cannot go beyond the Discharge Date. <b>Terminal Leave (INCONUS or OUTCONUS)</b> MUST be the last entry in the Delay En route section.</li> </ul> <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> <li>Select the <b>Auth for Travel</b> box for the appropriate dependents.</li> <li>If the dependents do not auto-populate, use the <b>Dep/Benef</b> lookup and select each one.</li> </ul> <p>Click <b>Save</b>.</p>  |
| <p><b>13</b></p> | <p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the Itinerary section. Select the <b>Order Notes</b> tab.</p>   |

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## Discharge – End of Enlistment, Continued

Procedures,  
continued

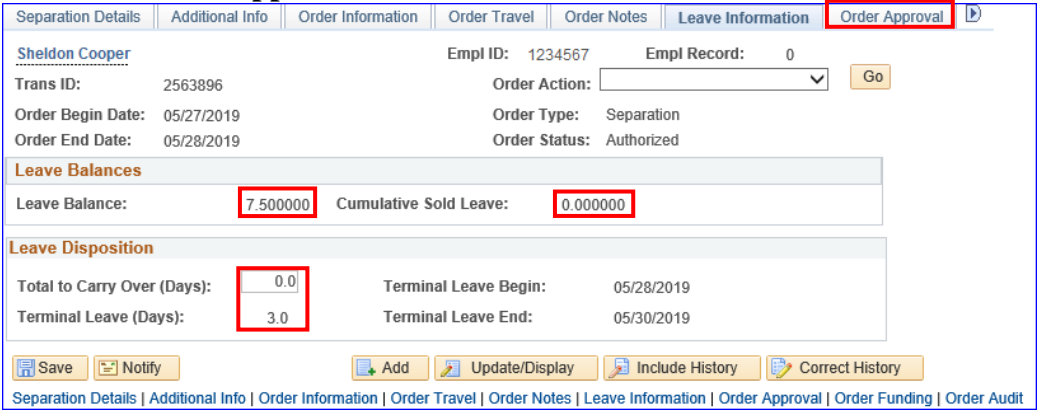
| Step | Action  |
|------|---|
| 14   | <p>Enter the appropriate <b>Contract Clause</b> (order note) from the lookup icon and edit as necessary. Use the <b>Plus</b> and <b>Minus</b> buttons as necessary. Enter a <b>Sequence Number</b> to identify how they will appear on the orders. Select the <b>Leave Information</b> tab.</p>  |

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## Discharge – End of Enlistment, Continued

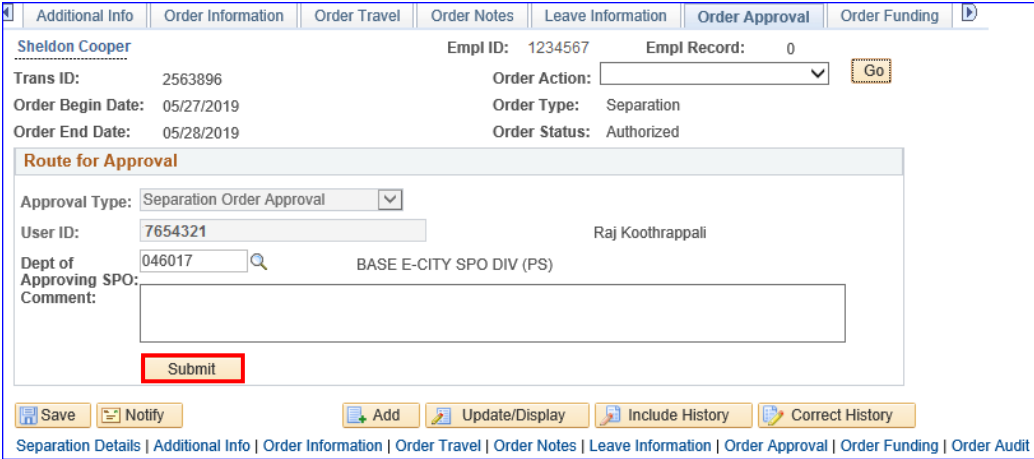
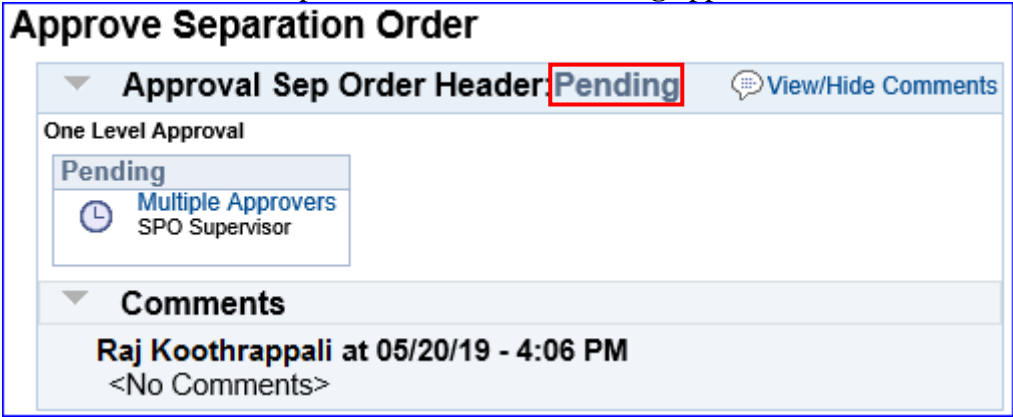
Procedures,  
continued

| Step | Action  |
|------|---|
| 15   | <p>Notice that the <b>Terminal Leave (Days)</b> entered on an earlier tab 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.</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. Use this for members wishing to carry over leave to another branch of the service or if the member is immediately being rehired (with no break).<br/><b>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 a PPC trouble ticket will need to be submitted to correct the leave balances and create debts.</b></li> <li>• <b>Terminal Leave (Days)</b> – Sum of terminal leave days specified on the Order travel tab.</li> </ul> <p>Select the <b>Order Approval</b> tab.</p>  |

*Continued on next page*

## Discharge – End of Enlistment, Continued

Procedures,  
continued

| Step             | Action  |
|------------------|---|
| <p><b>16</b></p> | <p><b>Click Submit.</b></p>  <p>Sheldon Cooper      Empl ID: 1234567      Empl Record: 0</p> <p>Trans ID: 2563896      Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 05/27/2019      Order Type: Separation</p> <p>Order End Date: 05/28/2019      Order Status: Authorized</p> <p><b>Route for Approval</b></p> <p>Approval Type: Separation Order Approval <input type="text"/></p> <p>User ID: 7654321      Raj Koothrappali</p> <p>Dept of Approving SPO: 046017 <input type="text"/>      BASE E-CITY SPO DIV (PS)</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/></p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p><a href="#">Separation Details</a>   <a href="#">Additional Info</a>   <a href="#">Order Information</a>   <a href="#">Order Travel</a>   <a href="#">Order Notes</a>   <a href="#">Leave Information</a>   <a href="#">Order Approval</a>   <a href="#">Order Funding</a>   <a href="#">Order Audit</a></p> |
| <p><b>17</b></p> | <p>Once submitted, the Separation Orders are <b>Pending</b> approval.</p> <p><b>Approve Separation Order</b></p>  <p>Approval Sep Order Header: <b>Pending</b> <input type="button" value="View/Hide Comments"/></p> <p>One Level Approval</p> <p><b>Pending</b></p> <p><input type="button" value="Multiple Approvers"/> SPO Supervisor</p> <p><b>Comments</b></p> <p><b>Raj Koothrappali at 05/20/19 - 4:06 PM</b></p> <p>&lt;No Comments&gt;</p>   |