

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, the Order 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.
Known Issue: Approval of DD-214s for Reservists	<p>IMPORTANT – When processing a Separation Order for a Reserve member, always approve the DD-214 before the member's official Separation Date. Once the Order Status has been set to Ready, the DD-214 should be Finalized.</p> <p>If the Separation Order is set to Finished before the DD-214 is Finalized, the information transmitted to the Defense Manpower Data Center (DMDC) will be incomplete. DMDC reports that the SPD Code, Character of Service, and Reenlistment Eligibility Code are not received if the DD-214 is Finalized AFTER the Separation Order's status is set to Finished.</p> <p>This missing data adversely impacts the member's access to benefits and entitlements.</p>
SEP Order and Payout	<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: Military Accounts Support (MAS) (uscg.mil).</p>
Funding Tab / POET Details	<p>The P&A (PSI transitioned) and SPOs are expected to enter the Cost Totals on the Funding tab when completing a Separation Order. It is recommended to have the member's travel & relocation entitlements calculated prior to starting the Separation Order. Required Cost Total funding types include:</p> <ul style="list-style-type: none"> • Member Travel (Per Diem & MALT) • Dependent Travel (Per Diem & MALT) • Household Goods (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))

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Discharge – End of Enlistment, Continued

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 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled to **Non-Temporary Storage**, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab.

Changes to Funding

If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example, if the member's Order has the following:

\$1000.00 Member Travel – Document Number 70Z0PCS220032920
 \$1000.00 Dependent Travel – Document Number 70Z0PCS220032920
 \$1000.00 DLA Dislocation Allowance – Document Number
 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, it **WILL error out**.

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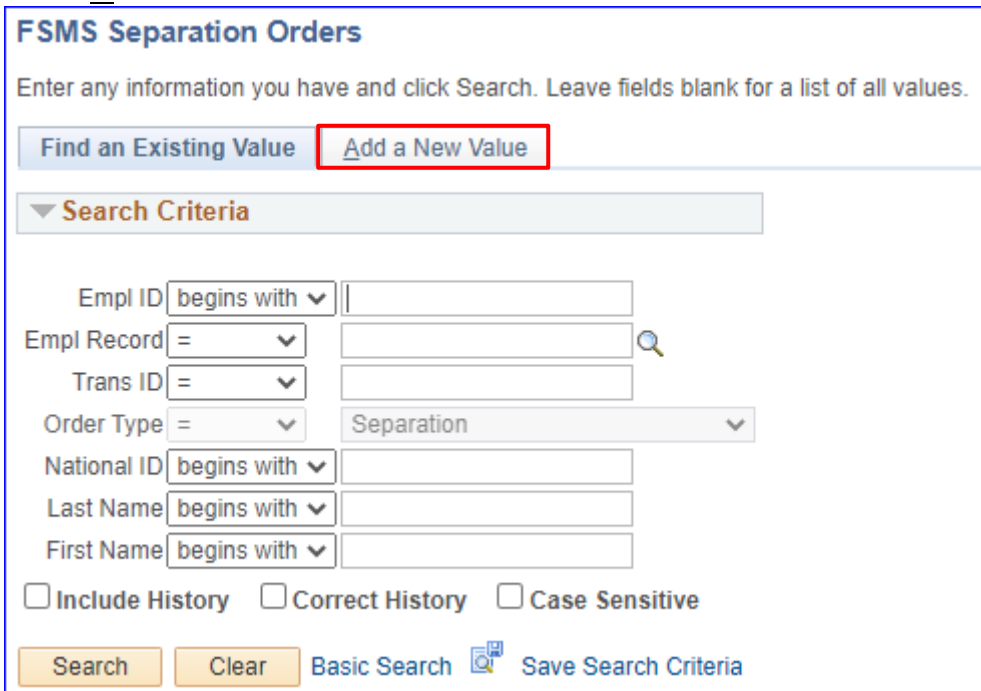
Discharge – End of Enlistment, Continued

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.**

Procedures


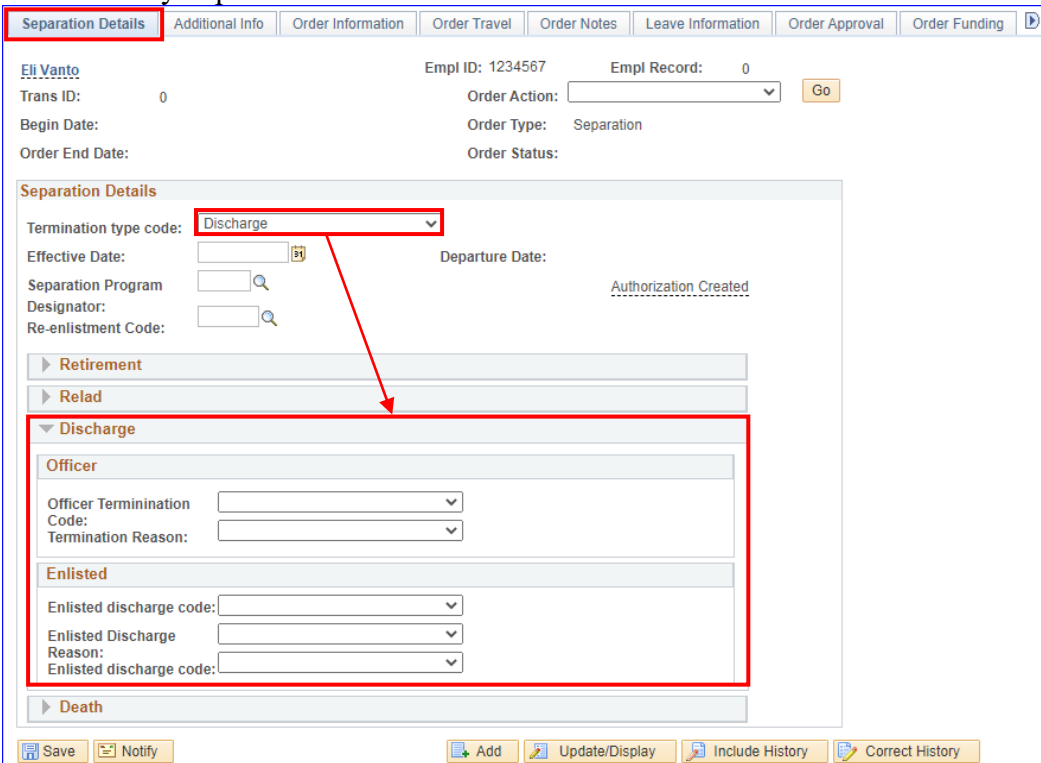
See below.

Step	Action
1	<p>Select FSMS Separation Orders from the Separations pagelet.</p> 
2	<p>Select <u>A</u>dd a New Value.</p> 

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Discharge – End of Enlistment, Continued

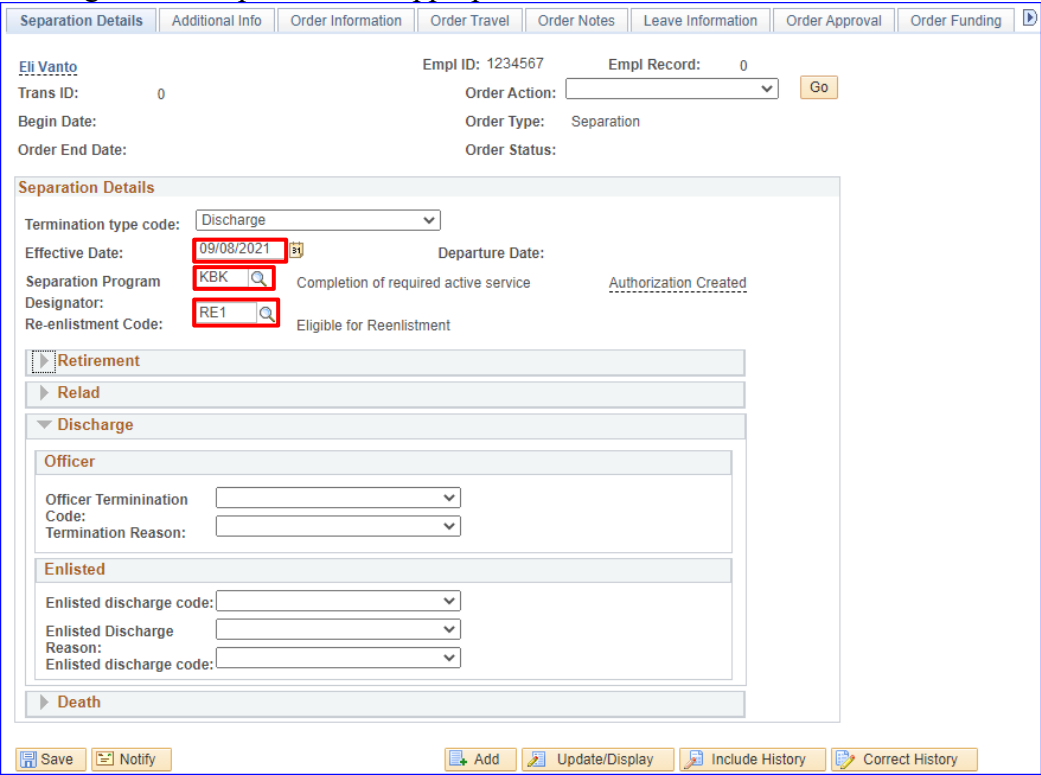
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Add.</p>  <p>FSMS Separation Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Trans ID 0</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
4	<p>On the Separation Details tab: Using the Termination type code drop-down, select Discharge. Once Discharge is selected, the Discharge section will automatically expand.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding</p> <p>Eli Vanto Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: Go</p> <p>Begin Date: Order Type: Separation</p> <p>Order End Date: Order Status:</p> <p>Separation Details</p> <p>Termination type code: Discharge</p> <p>Effective Date: Departure Date:</p> <p>Separation Program Designator: Authorization Created</p> <p>Re-enlistment Code:</p> <p>Retirement</p> <p>Relad</p> <p>Discharge</p> <p>Officer</p> <p>Officer Termination Code: Termination Reason:</p> <p>Enlisted</p> <p>Enlisted discharge code: Enlisted Discharge Reason: Enlisted discharge code:</p> <p>Death</p> <p>Save Notify Add Update/Display Include History Correct History</p>

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Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
5	<p>In the Separations Details section:</p> <ul style="list-style-type: none"> • Enter the Effective Date – will be the member's last day of Active Duty (AD). • Using the Lookup, select the appropriate Separation Program Designator (SPD). • Using the Lookup, select the appropriate Re-enlistment Code. 

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Discharge – End of Enlistment, Continued

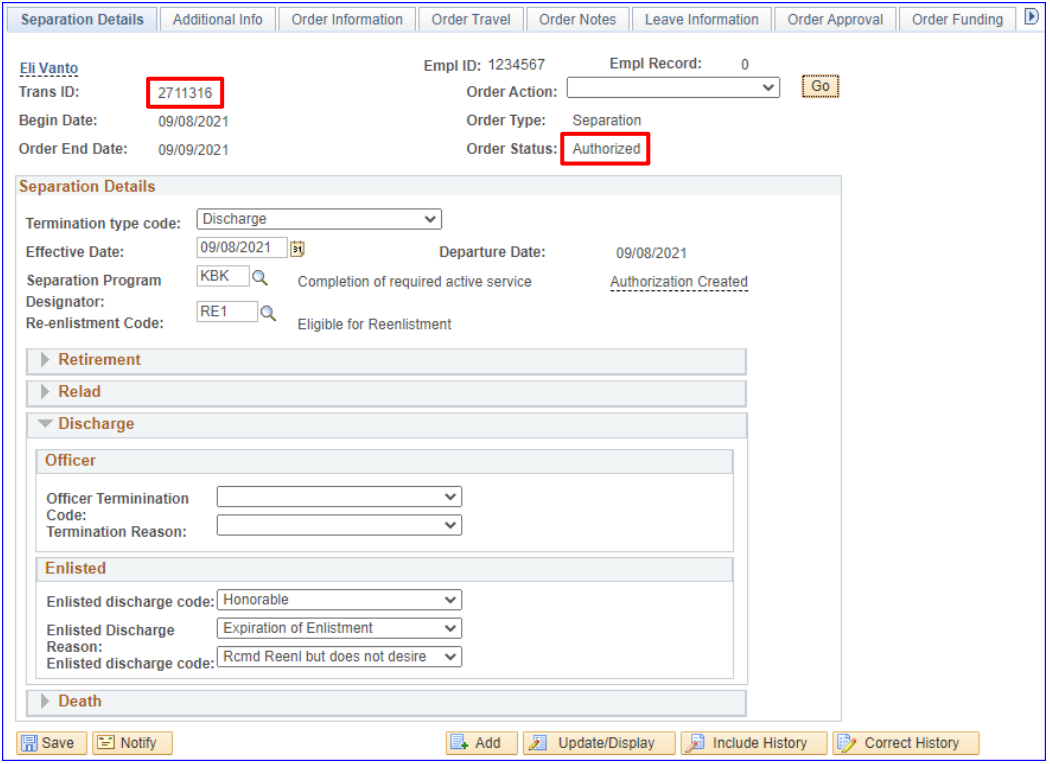
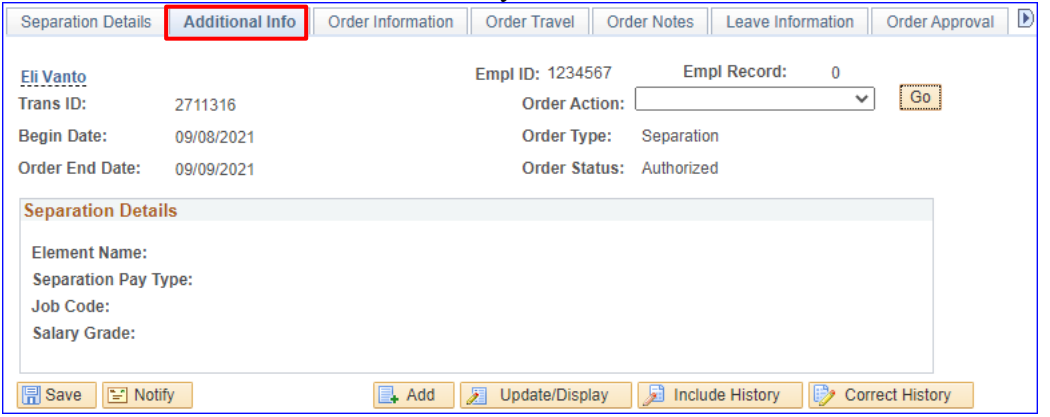
Procedures,
continued

Step	Action
6	<p>Depending on whether the member is an Officer or Enlisted, select the appropriate items from the drop-down lists. Click Save.</p> <p>The screenshot shows the 'Separation Details' form for member Eli Vanto. The form includes tabs for Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, and Order Funding. The 'Separation Details' tab is active, showing fields for Trans ID (0), Empl ID (1234567), Empl Record (0), Order Action (dropdown), Order Type (Separation), and Order Status (dropdown). The 'Separation Details' section is expanded, showing 'Termination type code' as Discharge, 'Effective Date' as 09/08/2021, 'Separation Program' as KBK, and 'Re-enlistment Code' as RE1. The 'Discharge' section is further expanded, showing 'Officer' and 'Enlisted' options. The 'Officer' section has 'Officer Termination Code' and 'Termination Reason' dropdowns. The 'Enlisted' section has 'Enlisted discharge code', 'Enlisted Discharge Reason', and 'Enlisted discharge code' dropdowns. The 'Save' button is highlighted with a red box.</p>

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Discharge – End of Enlistment, Continued

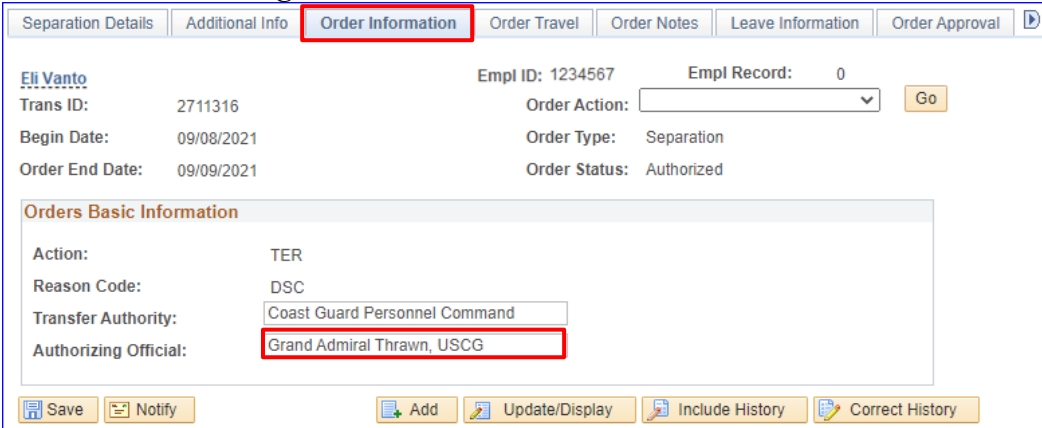
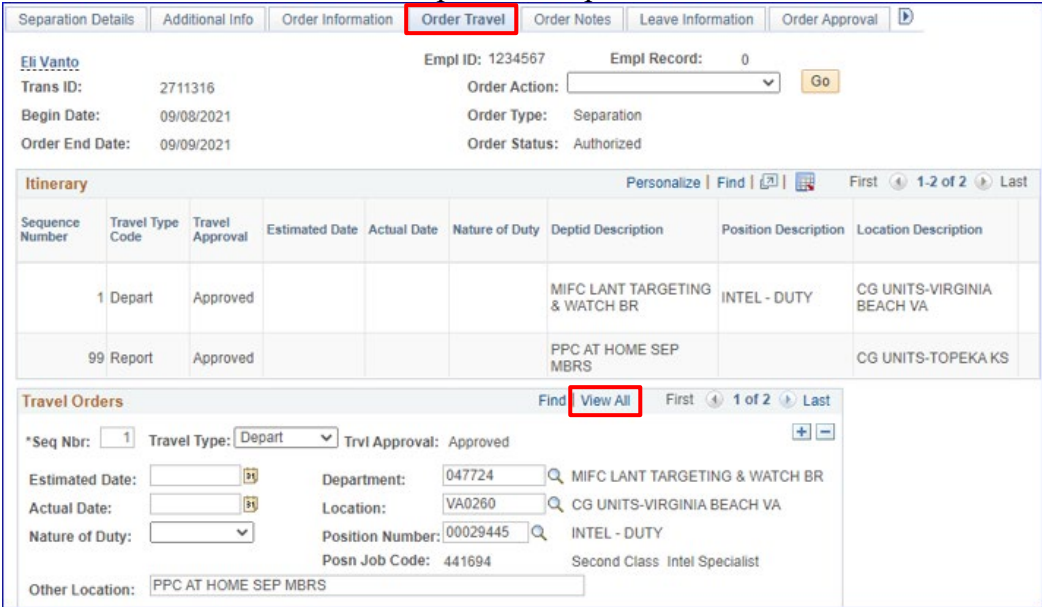
Procedures, continued

Step	Action
7	<p>Saving will generate a Trans ID and will change the Order Status to Authorized.</p> 
8	<p>Select the Additional Info tab (optional).</p> <p>All information on this tab is entered by PSC and cannot be edited.</p> 

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Discharge – End of Enlistment, Continued

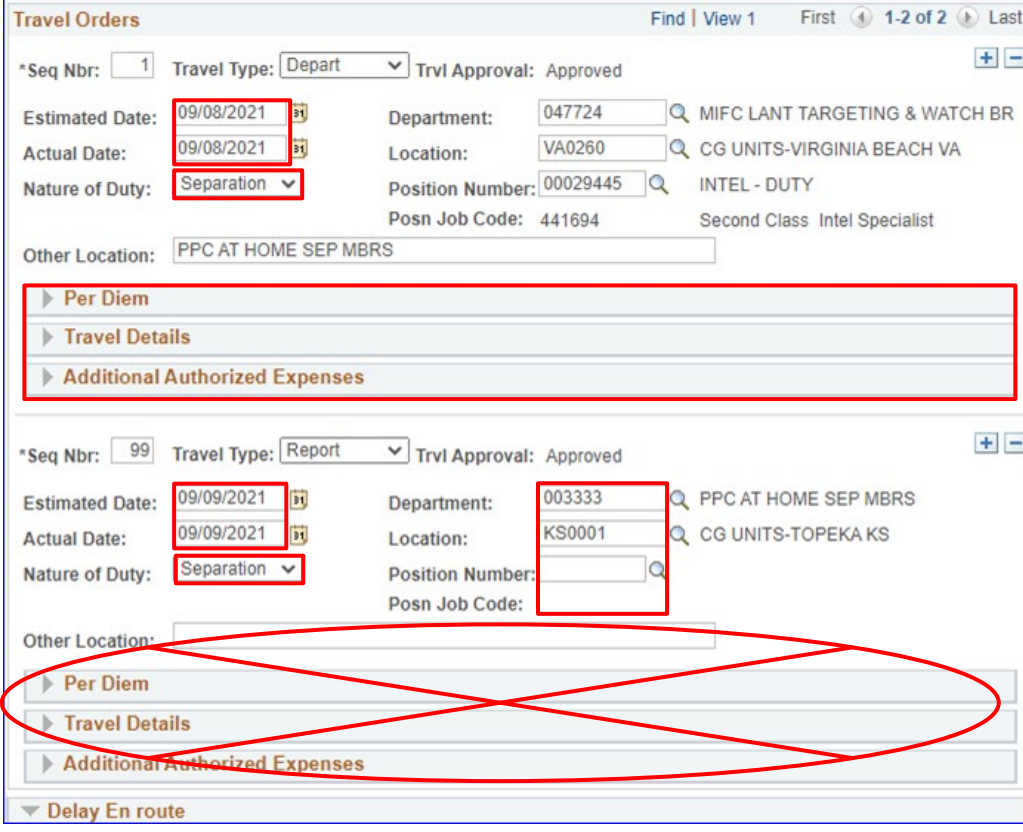
Procedures,
continued

Step	Action
9	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official.</p> 
10	<p>Select the Order Travel tab.</p> <p>Click View All to see both the Depart and Report rows.</p> 

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Discharge – End of Enlistment, Continued

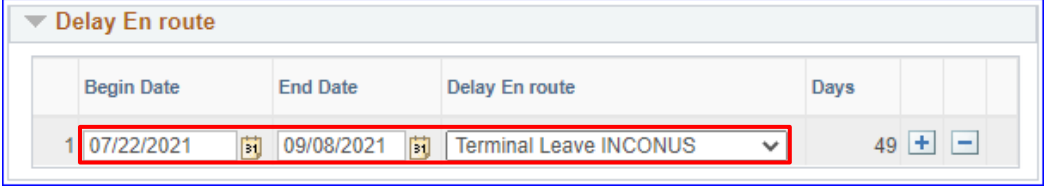
Procedures,
continued

Step	Action
11	<p>Seq 1, Depart row:</p> <ul style="list-style-type: none"> Enter the Estimated Date and Actual Date (should be the effective date of separation, as entered in Step 5). Select Separation from the Nature of Duty drop-down. Click on the arrows to expand the Per Diem, Travel Details, and/or the Additional Authorized Expenses sections to add specific entitlements for the separating member. <p>Seq 99, Report row:</p> <ul style="list-style-type: none"> Enter the Estimated Date and Actual Date (should be the date following the effective date of separation). Select Separation from the Nature of Duty drop-down. Verify the Department for separation is 003333. Verify the Location is KS0001. The Position Number and Posn Job Code should be blank. The Other Location, Per Diem, Travel Details, and Additional Authorized Expenses sections are not used for Discharges.  <p>The screenshot shows the 'Travel Orders' interface. The top section is for Seq 1, Travel Type: Depart. It shows fields for Estimated Date (09/08/2021), Actual Date (09/08/2021), Nature of Duty (Separation), Department (047724), Location (VA0260), Position Number (00029445), and Posn Job Code (441694). The bottom section is for Seq 99, Travel Type: Report. It shows fields for Estimated Date (09/09/2021), Actual Date (09/09/2021), Nature of Duty (Separation), Department (003333), Location (KS0001), and Posn Job Code (blank). The 'Other Location' field is also present. Below the fields are expandable sections for Per Diem, Travel Details, and Additional Authorized Expenses. A red oval is drawn around these sections for Seq 99, indicating they are not used for discharges.</p>

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Discharge – End of Enlistment, Continued

Procedures,
continued

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

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Discharge – End of Enlistment, Continued

Procedures, continued

Step

14

Action

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

Leave Information

Order Approval

Eli Vanto

Trans ID: 2711316

Begin Date: 09/08/2021

Order End Date: 09/09/2021

Empl ID: 1234567

Empl Record: 0

Order Action:

Order Type: Separation

Order Status: Authorized

Go

Itinerary

Personalize

Find

1-3 of 3

Last

Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
			07/22/2021		Terminal Leave INCONUS			
1	Depart	Approved	09/08/2021	09/08/2021	Separation	MIFC LANT TARGETING & WATCH BR	INTEL - DUTY	CG UNITS-VIRGINIA BEACH VA
99	Report	Approved	09/09/2021	09/09/2021	Separation	PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS

Travel Orders

Find

View 1

First

1-2 of 2

Last

*Seq Nbr: 1

Travel Type:

Depart

Trvl Approval: Approved

Estimated Date: 09/08/2021

Actual Date: 09/08/2021

Nature of Duty:

Separation

Department: 047724

Location: VA0260

Position Number: 00029445

Posn Job Code: 441694

Other Location: PPC AT HOME SEP MBRS

MIFC LANT TARGETING & WATCH BR

CG UNITS-VIRGINIA BEACH VA

INTEL - DUTY

Second Class Intel Specialist

Per Diem

Travel Details

Step

15

Action

Select the **Order Notes** tab.

Enter the appropriate **Contract Clause(s)** (Order Notes) using the Lookup icon and edit as appropriate. Use the (+) and (-) buttons to add or remove rows as necessary. Enter a **Sequence Number** to identify how they will appear on the orders.

Separation Details

Additional Info

Order Information

Order Travel

Order Notes

Leave Information

Order Approval

Eli Vanto

Trans ID: 2711316

Begin Date: 09/08/2021

Order End Date: 09/09/2021

Empl ID: 1234567

Empl Record: 0

Order Action:

Order Type: Separation

Order Status: Authorized

Go

Separation Details

Find

View All

First

1 of 1

Last

*Contract Clause:

R32

*Sequence Number:

1

Member has been Honorably Discharged from the Coast Guard Reserve. Separation is due to completion of required military obligated service. Character of service: Honorable.

Discharge Certificate and separation orders were not provided to the member at time of separation. The member may request both by submitting an email request to: HQS-SMB-CGPSC-RPM-3-QUERY@USCG.MIL. Request must include the following: Full Name, EMPLID, Address or Email Address where documents are to

Show on Printed Order

Save

Notify

Add

Update/Display

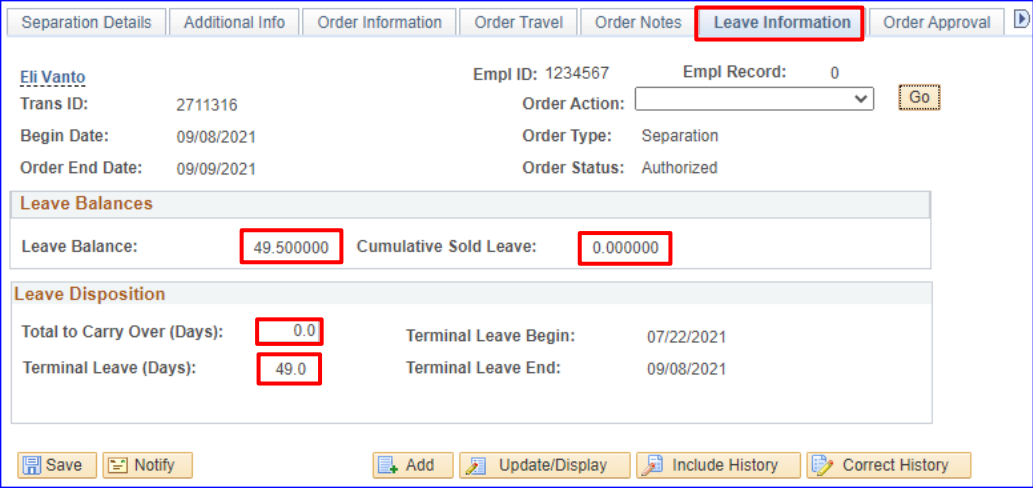
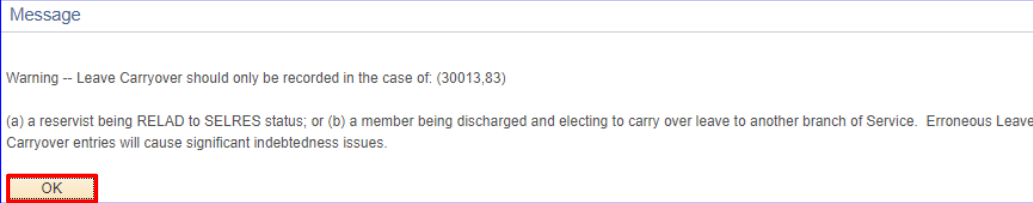
Include History

Correct History

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Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
16	<p>Select the Leave Information tab.</p> <p>Notice that the Terminal Leave (Days) entered on an earlier tab is reflected here. Any remaining Leave Balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> • Leave Balance – Balance as of current pay/absence calendar. • Cumulative Sold Leave – Number of leave days sold in the member's military career. • Total to Carry Over (Days) – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. ** Use this for members: <ul style="list-style-type: none"> ▪ Wishing to carry over leave to another branch of the service or ▪ If the member is immediately being rehired (with no break). <p>** 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 a debt.</p> <ul style="list-style-type: none"> • Terminal Leave (Days) – Sum of terminal leave days specified on the Order travel tab.  <p>This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> 

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Discharge – End of Enlistment, Continued

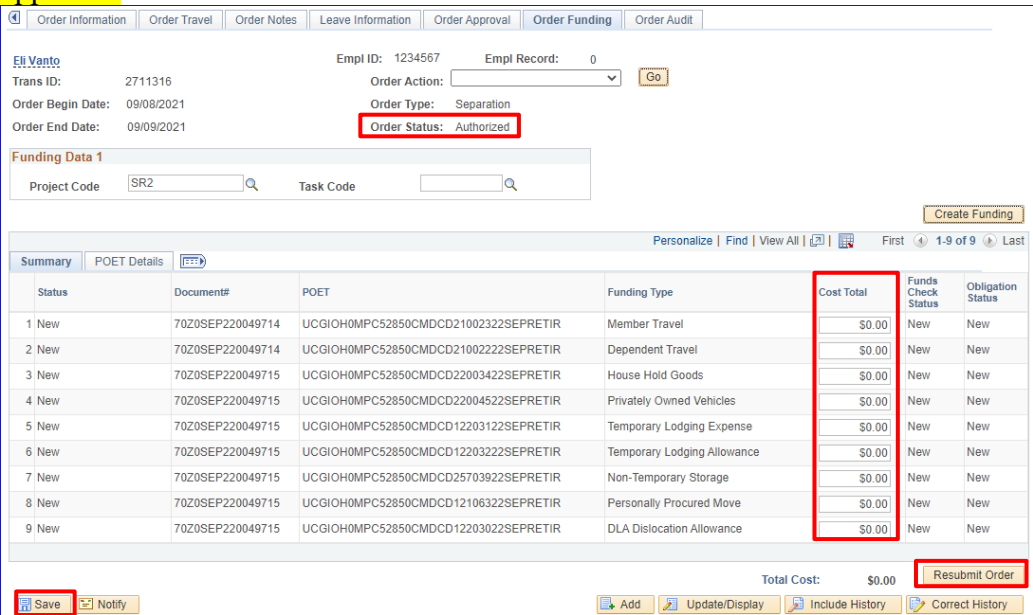
Procedures,
continued

Step	Action
17	<p>Select the Order Funding tab.</p> <p>Click Create Funding.</p>

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Discharge – End of Enlistment, Continued

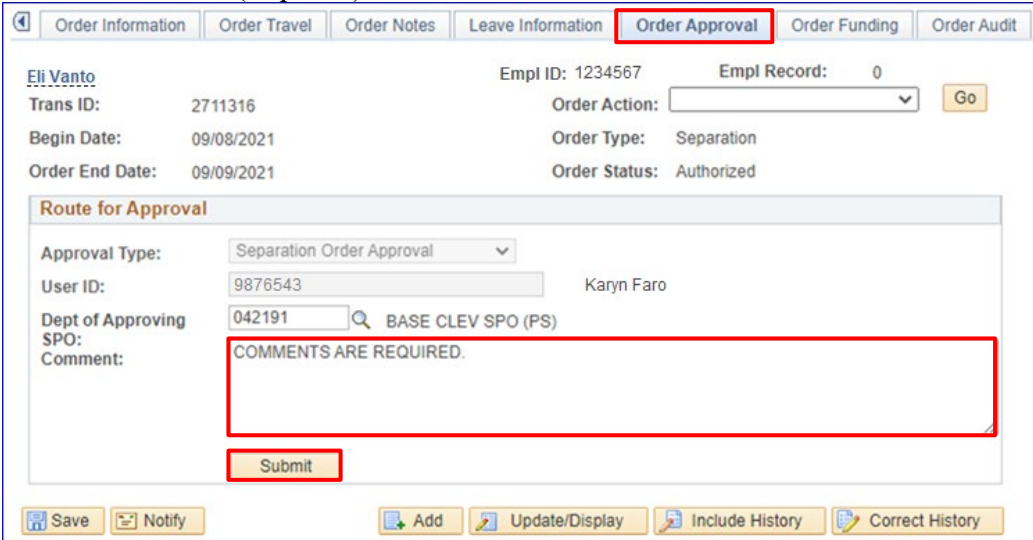
Procedures, continued

Step	Action																																																																						
18	<p>This will generate the POET Details. Enter the Cost Totals for each Funding Type per member's intentions, as authorized (see Note 1). Click Resubmit Order, then click Save. The Order Status will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see Note 2).</p> <p>NOTE 1: If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see the Estimates: Household Goods at the beginning of this guide and update accordingly. In addition, if the member is entitled to Government Shipment of a Privately Owned Vehicle, enter \$1,000 as the Privately Owned Vehicles Cost Total on the Funding tab. If the member is entitled to Non-Temporary Storage, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab (see Estimates: POV / NTS). See the Personally Procured Move (PPM) section for obtaining the estimated cost for a PPM.</p> <p>NOTE 2: This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the Order Status will update to Awaiting \$ and then back to Authorized. It may be necessary to exit the Order (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. Once the Order Status indicates Authorized, continue to Step 19. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot displays the 'Order Funding' tab in the FSMS system. At the top, the 'Order Status' is 'Authorized'. Below this, the 'Funding Data' table is shown with 9 rows of funding types. The 'Cost Total' column is highlighted in red, and all values are \$0.00. The 'Total Cost' at the bottom 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>70Z0SEP220049714</td><td>UCGIOH0MPC52850CMD21002322SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>2 New</td><td>70Z0SEP220049714</td><td>UCGIOH0MPC52850CMD21002222SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>3 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD22003422SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>4 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD22004522SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>5 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203122SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>6 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203222SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>7 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD225703922SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>8 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212106322SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>9 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203022SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002322SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002222SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP220049715	UCGIOH0MPC52850CMD22003422SEPRETIR	House Hold Goods	\$0.00	New	New	4 New	70Z0SEP220049715	UCGIOH0MPC52850CMD22004522SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203122SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203222SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0SEP220049715	UCGIOH0MPC52850CMD225703922SEPRETIR	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212106322SEPRETIR	Personally Procured Move	\$0.00	New	New	9 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203022SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
19	<p>Select the Order Approval tab.</p> <p>Enter Comments (required), then click Submit.</p> 
20	<p>Once submitted, the Separation Order will be placed in a Pending status.</p> 