Discharge with a Separation Request

Introduction	This guide provides the procedures for completing Discharge Orders in Direct Access (DA) when a Separation Request was entered by Personnel Service Center (PSC).
Orders Integration 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. Routing a SEP order for approval **after** it is placed in a Ready status will result in an error stating: *Could not find order approval for EMPLID 1234567. The approval request will need to be withdrawn to let the OIP process run successfully.*
SEP Order and Paycut	The Separation Order **MUST** be approved by the SPO Data Entry Cut Off date for the pay calendar of the member's departure from the unit. See the Military Payroll Processing Schedule located on MAS' webpage: [Military Accounts Support (MAS) (uscg.mil)](#).
Known Issue: Approval of DD-214s for Reservists	**IMPORTANT** – 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 Discharge. A Separation Order negates any service obligation the member has remaining. **If member is NOT rehired this Separation Order is VOIDED, this benefits, entitlements, and adversely impacts the member's access to ability to return to Active Duty under this program.** **NOTE:** Ensure the Rehire – Into Reserves with Prior Service guide is used.
Completing the DD-214	When completing the DD-214, ensure all fields are formatted correctly and do **NOT** contain extra characters, punctuation, etc. If the DD-214 is not formatted correctly, it will fail when transmitted to DMDC resulting in the member not receiving their benefits authorized upon release from the Active Duty.

Discharge with a Separation Request, Continued

Funding Tab / POET Details

The P&A (PSI transitioned) and SPOs are expected to enter the **Cost Totals** on the Funding tab when completing a Separation Order. It is recommended to have the member's travel & relocation entitlements calculated prior to starting the Separation Order. Required Cost Total funding types include:

- Member Travel (Per Diem & MALT)
- Dependent Travel (Per Diem & MALT)
- Household Goods (see Estimates: Household Goods)
- Privately Owned Vehicles (POV Shipment, see Estimates: POV / NTS)
- Non-Temporary Storage (see Estimates: POV / NTS)
- Personally Procured Move (see Personal Procured Move (PPM))

Estimates: Household Goods

When processing Separation Orders, if the HHG estimate is $0.00 but HHGs are authorized, update the amount using the chart below. **If the order already has a HHG cost estimate, do not change it.** *For paygrades E9, W3, and O1, enter $5000.00.*

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	$889.05	W2	$2,831.40
E3	$1,110.16	*W3*	*$5,000.00*
E4	$1,245.52	W4	$3,151.47
E5	$2,310.14	*O1*	*$5,000.00*
E6	$3,001.32	O2	$2,211.75
E7	$3,745.58	O3	$2,877.28
E8	$4,406.10	O4	$4,065.32
E9	*$5,000.00*	O5	$5,052.07
		O6	$5,804.70

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.

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.

Discharge with a Separation Request, Continued
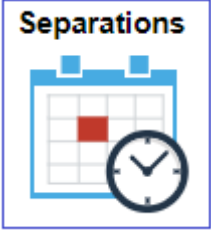
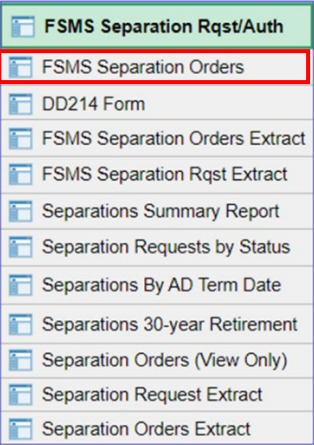|	
Changes to Funding	If any of the funding lines on DA orders is greater than $0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO $0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to $1.00**. Example, if the member's Order has the following: $1000.00 Member Travel – Document Number 70Z0PCS220032920 $1000.00 Dependent Travel – Document Number 70Z0PCS220032920 $1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920 If you change Dependent Travel to $0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out**.
Procedures	See below.

Step	Action
1	Click the **Separation** tile. **Separations** Select the **FSMS Separation Orders** option. FSMS Separation Rqst/Auth FSMS Separation Orders DD214 Form FSMS Separation Orders Extract FSMS Separation Rqst Extract Separations Summary Report Separation Requests by Status Separations By AD Term Date Separations 30-year Retirement Separation Orders (View Only) Separation Request Extract Separation Orders Extract

Discharge with a Separation Request, Continued
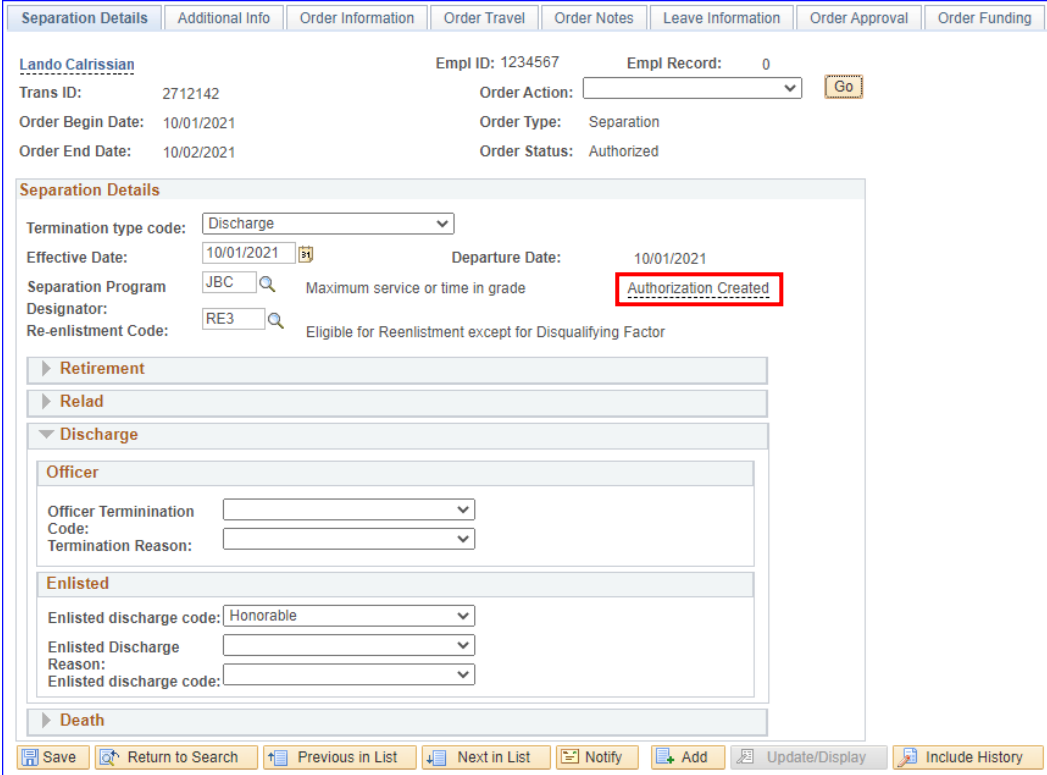
Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**.

Discharge with a Separation Request, Continued

Procedures,
continued

Step	Action
3	If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, ensure the Sep Request has been completed and approved (See the Airport Terminal user guide). Notice the **Authorization Created** link. **Click** on it to **view/print** the Separation Authorization.

Discharge with a Separation Request, Continued
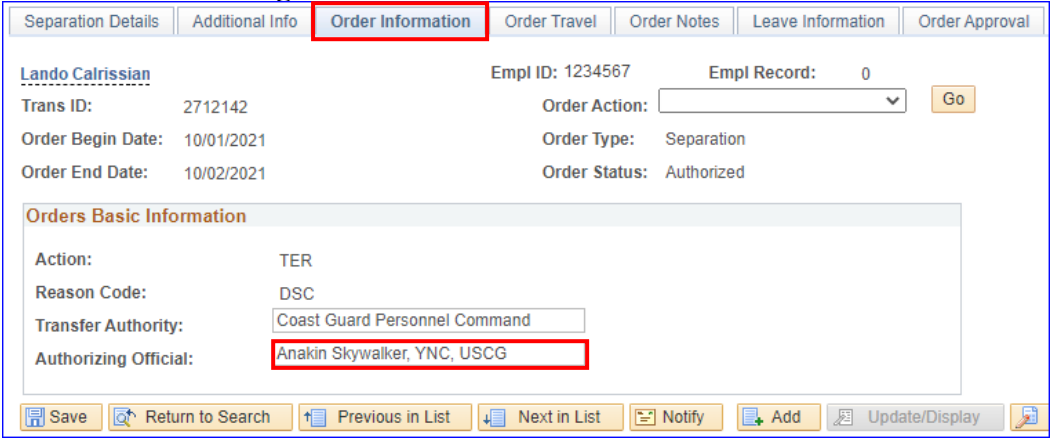
Procedures,
continued

Step	Action
4	Scroll down to the **Discharge section** and complete the Enlisted or Officer fields per the member's paygrade. Click **Save**.
5	Select the **Additional Info** tab. All information on this tab is entered by PSC and cannot be edited.

Discharge with a Separation Request, Continued
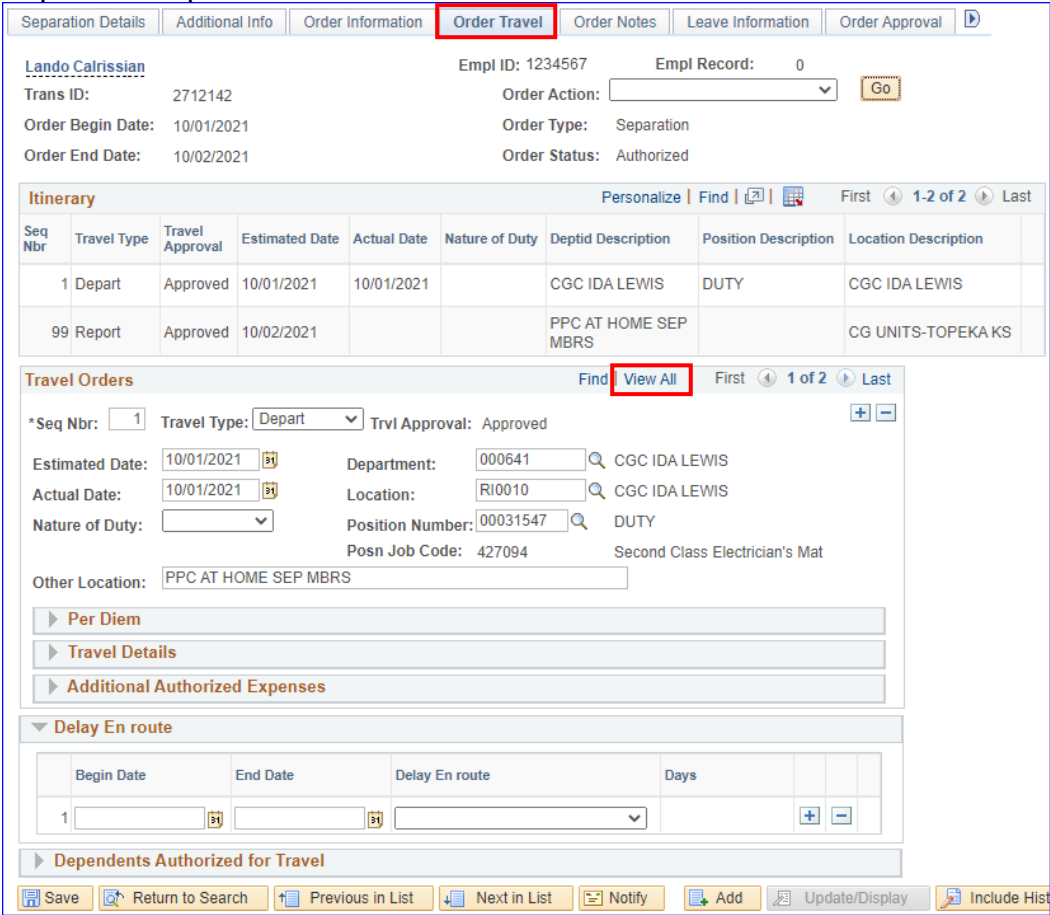
Procedures, continued

Step	Action
6	Select the **Order Information** tab. Enter the **Authorizing Official**.

Discharge with a Separation Request, Continued
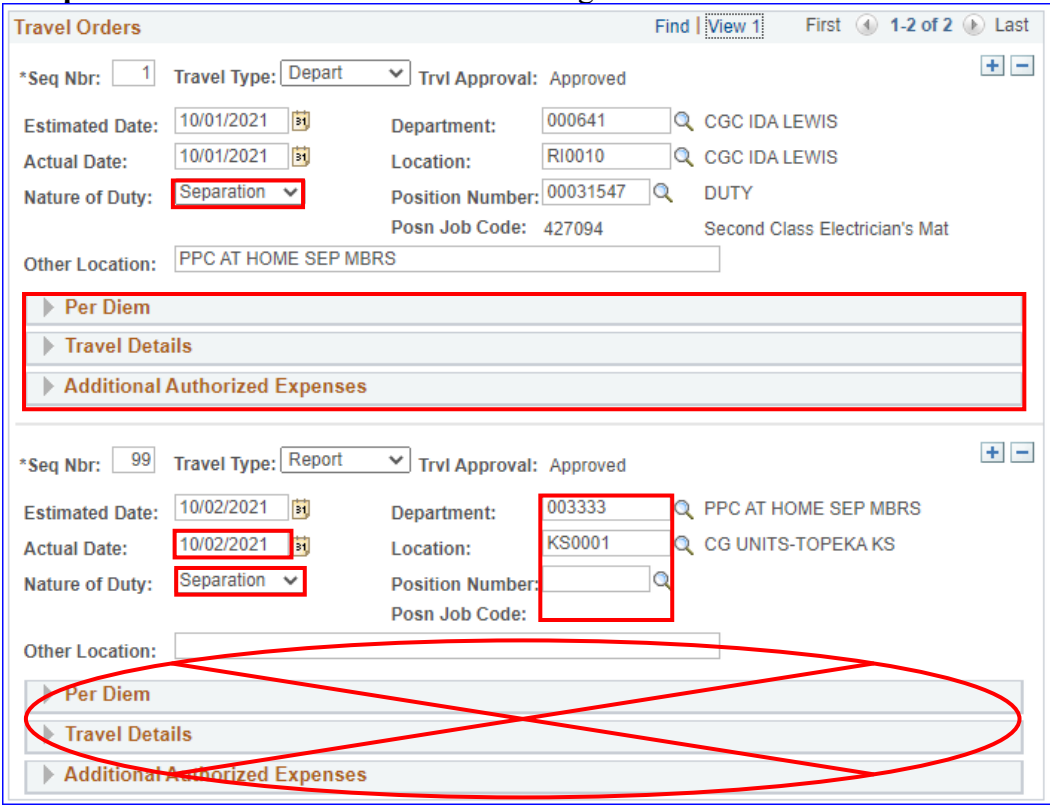
Procedures,
continued

Step	Action
7	Select the **Order Travel** tab. Scroll down to the Travel Orders section and click **View All** to see both the Depart and Report rows.

Discharge with a Separation Request, Continued

Procedures, continued

Step	Action
8	**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 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. **Seq Nbr 99, Report row:** • Enter the **Actual date** (same as Estimated Date). • 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.

Discharge with a Separation Request, Continued
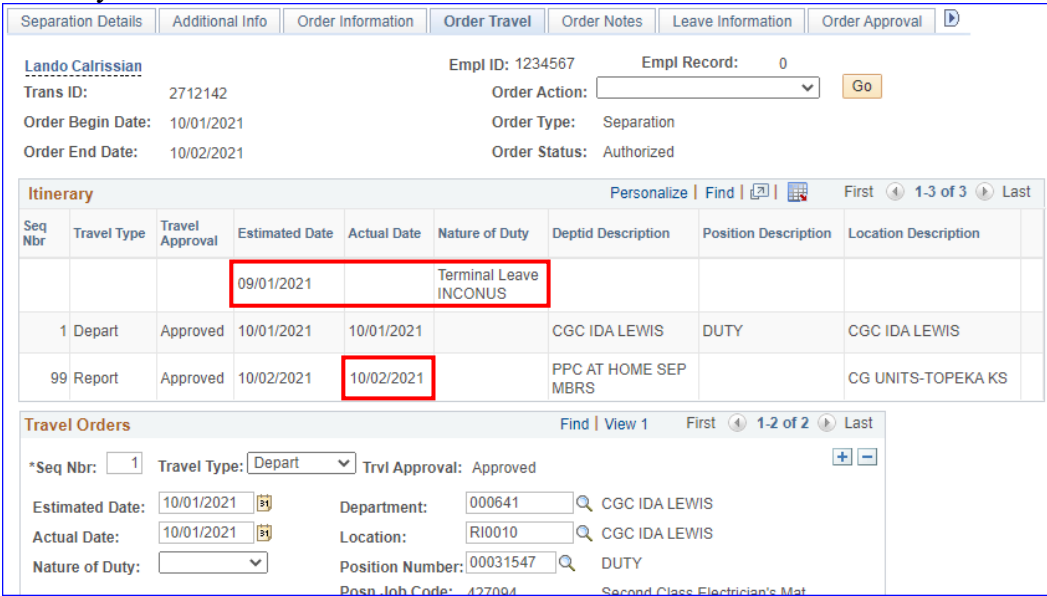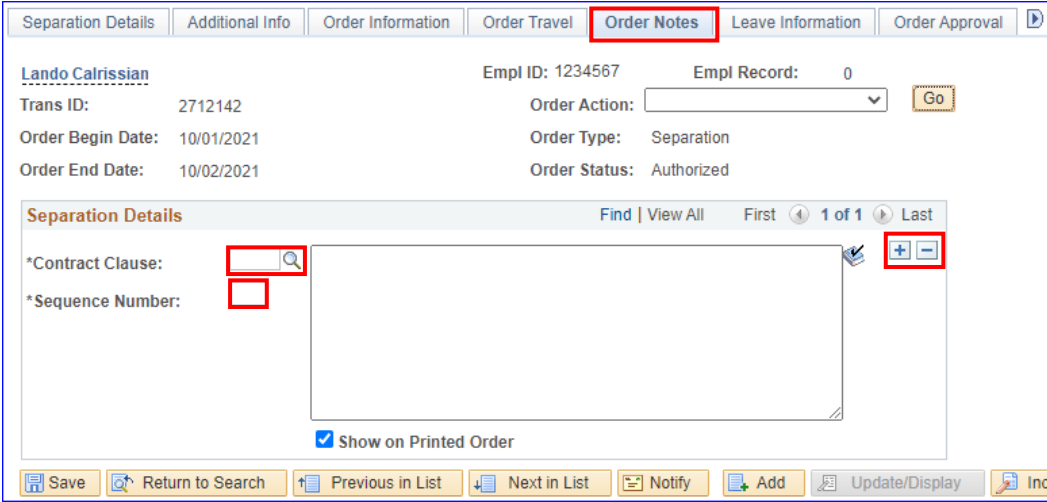
Procedures,
continued

Step	Action
9	Delay En route: • 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. **NOTE:** SPOs/(PSI)P&As MUST manually stop Career Sea Pay, Career Sea Pay Premium, and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments. ▼ Delay En route <table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th></tr><tr><td>1</td><td>09/01/2021</td><td>10/01/2021</td><td>Terminal Leave INCONUS</td><td>31 [+] [−]</td></tr></table>
10	Dependents Authorized for Travel: • 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. Click **Save**. ▼ Dependents Authorized for Travel <table><tr><th></th><th>Auth for Travel</th><th>Dep/Benef</th><th>Name</th><th>Relation</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Date of Birth</th></tr><tr><td>1</td><td>☑</td><td>04 🔍</td><td>Bateen, Kaasha</td><td>Spouse</td><td>Married</td><td>10/12/2002</td><td>N</td><td>02/09/1976 [+] [−]</td></tr><tr><td>2</td><td>☑</td><td>06 🔍</td><td>L3-37</td><td>Daughter</td><td>Single</td><td></td><td>N</td><td>11/21/2007 [+] [−]</td></tr></table> 🔚 Save　🔍 Return to Search　⬆ Previous in List　⬇ Next in List　✉ Notify　　　🔲 Add　🔲 Update/Display

Discharge with a Separation Request, Continued
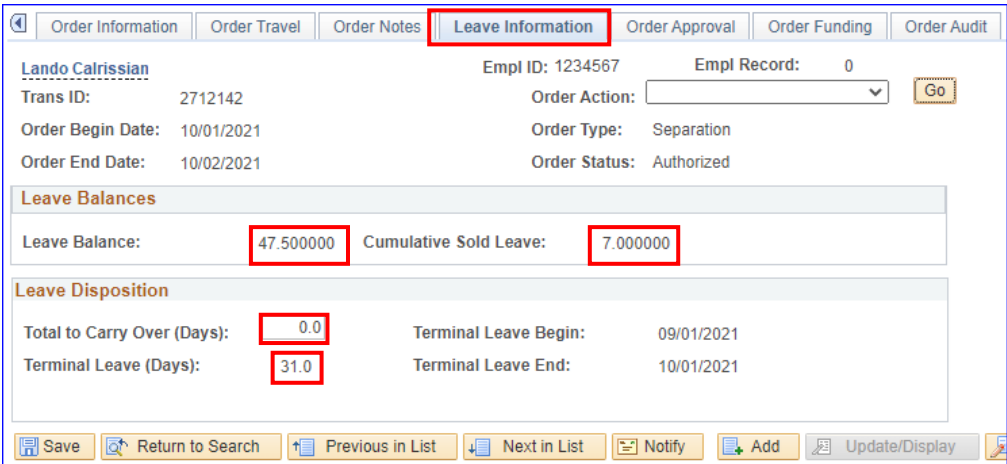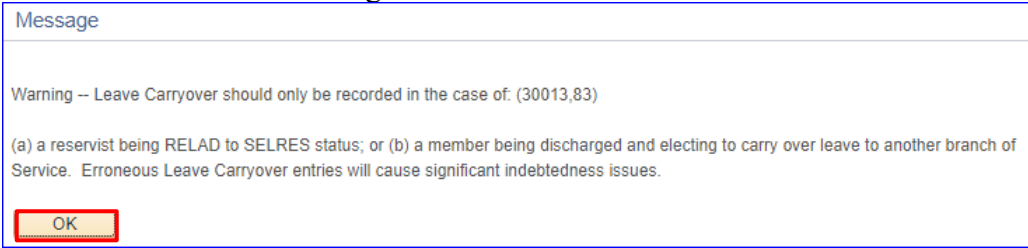
Procedures,
continued

Step	Action
11	Saving will update the **Actual Date** and display the **Terminal Leave** in the Itinerary section.
12	Select the **Order Notes** tab. Enter the appropriate **Contract Clause(s)** (Order Notes) using the Lookup icon and edit as necessary. Use the **(+)** and **(–)** buttons to add or remove rows as needed. Enter a **Sequence Number** to identify how they will appear on the Orders.

Discharge with a Separation Request, Continued
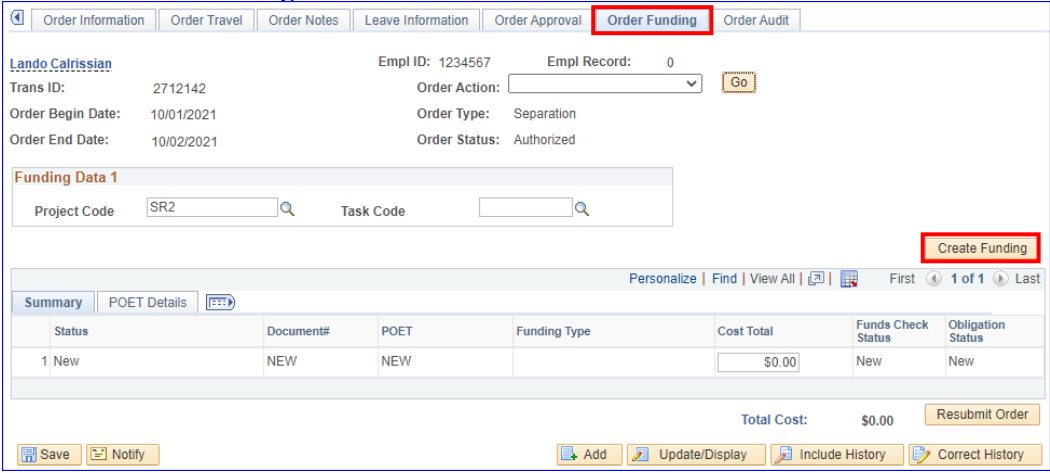
Procedures, continued

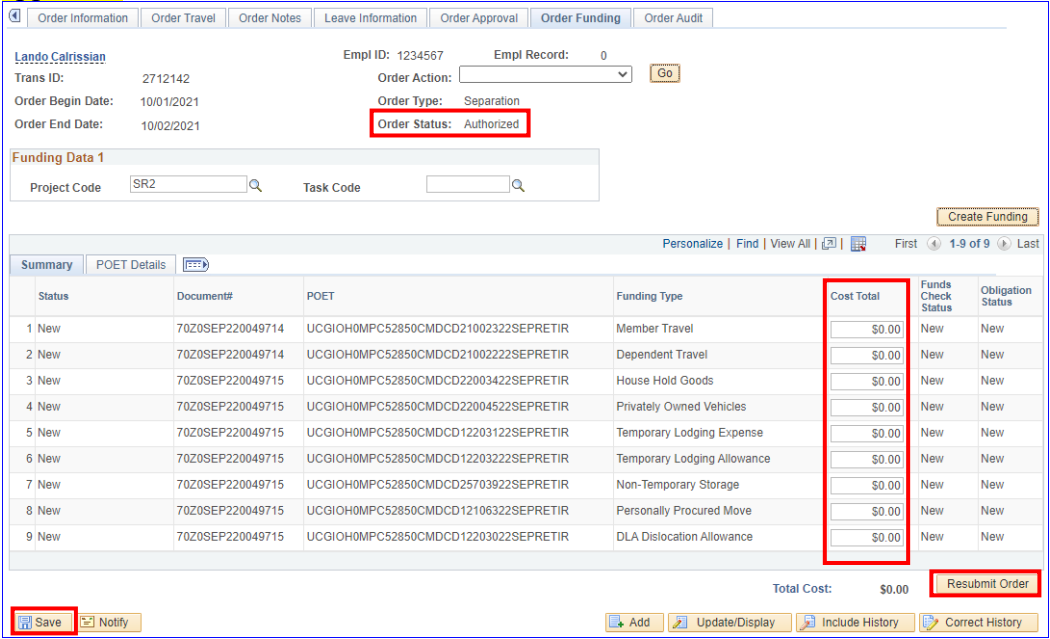| Step	Action
13	Select the **Leave Information** tab.
	Notice that the **Terminal Leave (Days)** entered on an earlier tab is reflected here. Any remaining **Leave Balance** (subject to the career maximum) will be sold and included in the member's final pay.
	• **Leave Balance** – Balance as of current 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:
	▪ Wishing to carry over leave to another branch of the service (no break in service) or
	▪ If the member is immediately being rehired (with no break).
	** 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.
	• **Terminal Leave (Days)** – Sum of terminal leave days specified on the Order travel tab.
	This message will display if the Total to Carry Over (Days) was populated. Click **OK** to clear the message.

Discharge with a Separation Request, Continued

Procedures,
continued

Step	Action
14	Select the **Order Funding** tab. Click **Create Funding**.

Discharge with a Separation Request, Continued
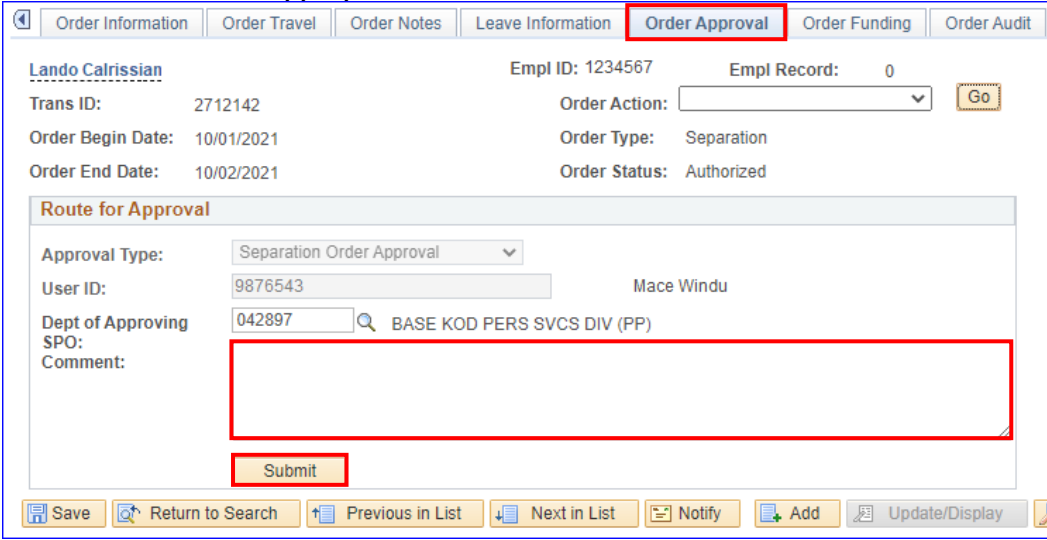
Procedures,
continued

Step	Action
15	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). **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. For POV Shipment or Non-Temp Storage, see Estimates: POV / NTS. See the Personally Procured Move (PPM) section for obtaining the estimated cost for a PPM. **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 16. The Separation Order **MUST** be completed and routed to the SPO Auditor for approval.

Discharge with a Separation Request, Continued

Procedures,
continued

Step	Action
16	Select the **Order Approval** tab. Enter **Comments** as appropriate, then click **Submit**.

Discharge with a Separation Request, Continued

Procedures, continued

Step	Action
17	Once submitted, the Separation Orders are **Pending** approval. **NOTE:** SPOs/(PSI)P&As MUST manually stop Career Sea Pay, Career Sea Pay Premium, and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.