

## Discharge with Separation Request

---

**Introduction** This guide provides the procedures for completing Discharge Orders in Direct Access (DA) when a Separation Request was entered by the 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 a n 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 The approval request will need to be withdrawn to let the OIP process run successfully.***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 Payout** 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 \(MAS\) \(uscg.mil\)](https://uscg.mil).

---

**Known Issue: Rehire** **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 the Discharge.

A Separation Order negates any service obligation the member has remaining.

**If the member is NOT rehired this Separation Order is VOIDED, and effects access to benefits and entitlements. It also adversely impacts the member's 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.

---

*Continued on next page*

## Discharge with Separation Request, Continued

**Funding Tab/POET Details**

The P&As are expected to enter the **Cost Totals** on the Funding tab when completing a Separation Order. It is recommended to have the member’s travel & relocation entitlements calculated prior to starting the Separation Order. Required Cost Total funding types include:

- Member Travel
- Dependent Travel
- Household Good (see [Estimates: Household Goods](#))
- Privately Owned Vehicles (POV Shipment, see [Estimates: POV/NTS](#))
- Non-Temporary Storage (see [Estimates: POV/NTS](#))
- Personally Procured Move (see [Personally Procured Move \(PPM\)](#))

**Estimates: Household Goods**

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

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

**Estimates: POV/NTS**

If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000.00 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled to **Non-Temporary Storage**, enter \$500.00 in the Non-Temporary Storage Cost Total on the Funding tab.

**Personally Procured Move (PPM)**

If the member will be performing a Personally Procured Move (PPM), **the estimated coast for a PPM must be entered on the Separation Order**. The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer. **Use the estimated cost provided on the DD-2278 to populate the Personally Procured Move Cost Total on the Funding tab.**

**Changes to Funding**

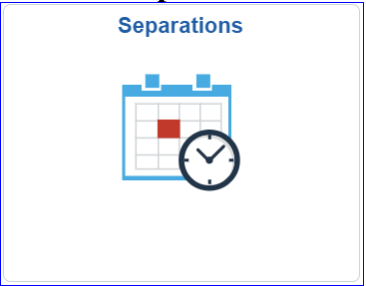
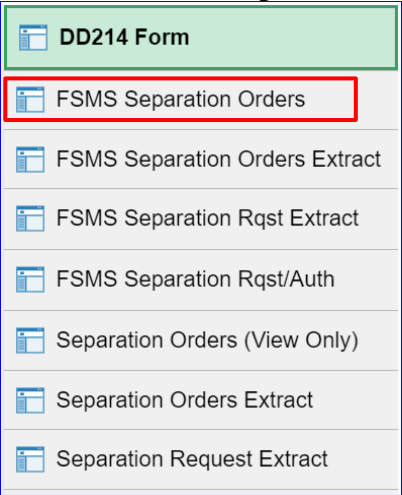
If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line are not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example - If the member's Order has the following:  
 \$1000.00 Member Travel - Document Number 70Z0PCS220032920  
 \$100.00 Dependent Travel - Document Number 70Z0PCS220032920  
 \$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

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

**Procedures**

See below.

Step	Action
1	<p>Click the <b>Separations</b> tile.</p> 
2	<p>Select the <b>FSMS Separation Orders</b> option.</p> 

*Continued on next page*

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 488 1185 1106" style="border: 1px solid black; padding: 5px;"> <p><b>FSMS Separation Orders</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Order Type = ▼ <input type="text" value="Separation"/></p> <p>National ID begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>First Name begins with ▼ <input type="text"/></p> <p> <input type="checkbox"/> Include History           <input type="checkbox"/> Correct History           <input type="checkbox"/> Case Sensitive         </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

*Continued on next page*

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
4	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, ensure the Sep Request has been completed and approved (See the <a href="#">Airport Terminal</a> user guide). Notice the <b>Authorization Created</b> link. Click on it to <b>view/print</b> the Separation Authorization</p> <p><b>NOTE:</b> Printing a SEP Order is tied directly to the CGHRS user role, without that role you cannot print SEP Orders.</p> <div data-bbox="327 748 1369 1818" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span><b>Separation Details</b></span> <span>Additional Info</span> <span>Order Information</span> <span>Order Travel</span> <span>Order Notes</span> <span>Leave Information</span> <span>&gt;</span> </div> <p><u>Donald Duck</u> <span style="float: right;">Empl ID: 1234567    Empl Record: 0</span></p> <p>Trans ID: 2905096 <span style="float: right;">Order Action: <input type="text" value=""/></span> <span style="float: right;"><input type="button" value="Go"/></span></p> <p>Order Begin Date: 08/01/2024 <span style="float: right;">Order Type: Separation</span></p> <p>Order End Date: 08/02/2024 <span style="float: right;">Order Status: Authorized</span></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p><b>Separation Details</b></p> <p>Termination type code: <input type="text" value="Discharge"/></p> <p>Effective Date: <input type="text" value="08/01/2024"/> <span style="float: right;">Departure Date: 08/01/2024</span></p> <p>Separation Program Designator: <input type="text" value="FBK"/> <span style="float: right;">Completion of required active service</span> <span style="float: right; border: 1px solid red; padding: 2px;"><a href="#">Authorization Created</a></span></p> <p>Re-enlistment Code: <input type="text"/></p> <p>▶ <b>Retirement</b></p> <p>▼ <b>Relad</b></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>RELAD Reason: <input type="text"/></p> <p>Employee Classification: <input type="text"/></p> <p>Service Component: <input type="text"/></p> <p>Labor Agreement: <input type="text"/></p> <p>Employee Category: <input type="text"/></p> <p>Employee Subcategory: <input type="text"/></p> </div> <p>▼ <b>Discharge</b></p> <p><b>Officer</b></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text"/></p> </div> <p><b>Enlisted</b></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> </div> <p>▶ <b>Death</b></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <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"/> </div> </div>

Continued on next page

## Discharge with Separation Request, Continued

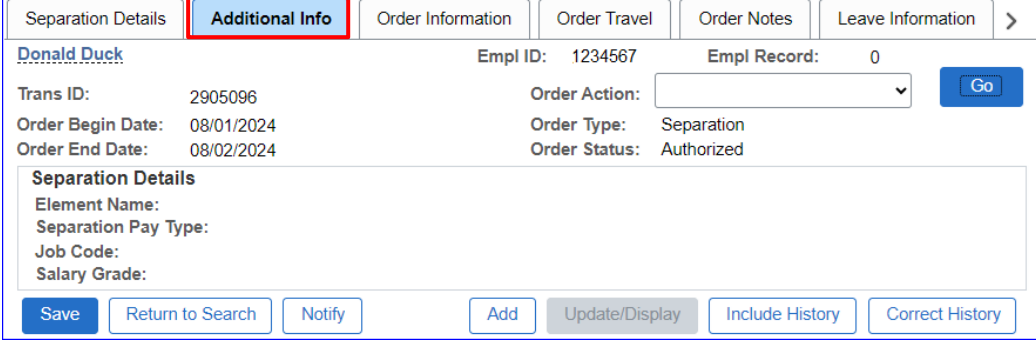
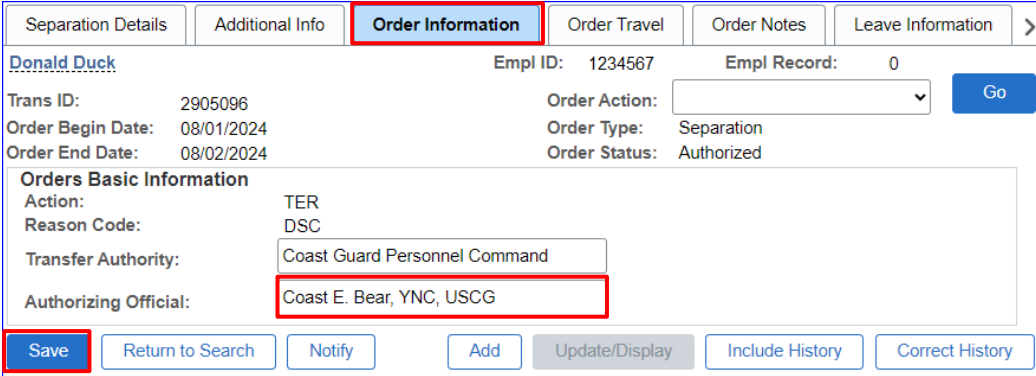
Procedures,  
continued

Step	Action
5	<p><b>IMPORTANT:</b> Expand the Discharge section and populate either the <b>Officer Termination Code or Enlisted discharge code</b> field per the member's paygrade. This must be entered here so it will populate the member's DD-214. <b>ONLY enter information in ONE field.</b></p> <p>Click <b>Save</b>.</p> <p><b>OFFICER:</b></p> <div data-bbox="327 748 1366 1249"> <p>▼ <b>Discharge</b></p> <p><b>Officer</b></p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text" value="Acceptance of Resignation"/></p> <p><b>Enlisted</b></p> <p>Enlisted discharge code: <input type="text"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> <p>► <b>Death</b></p> <p><b>Save</b> Return to Search Notify Add Update/Display Include History</p> </div> <p><b>ENLISTED:</b></p> <div data-bbox="327 1323 1366 1845"> <p>▼ <b>Discharge</b></p> <p><b>Officer</b></p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text"/></p> <p><b>Enlisted</b></p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> <p>► <b>Death</b></p> <p><b>Save</b> Return to Search Notify Add Update/Display Include History</p> </div>

Continued on next page

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
<p><b>6</b></p>	<p>Select the <b>Additional Info</b> tab. All information on this tab is entered by PSC and cannot be edited.</p> 
<p><b>7</b></p>	<ul style="list-style-type: none"> <li>• Select the <b>Order Information</b> tab.</li> <li>• Enter the <b>Authorizing Official</b>.</li> <li>• Click <b>Save</b>.</li> </ul> 

Continued on next page

## Discharge with Separation Request, Continued

Procedures,  
continued

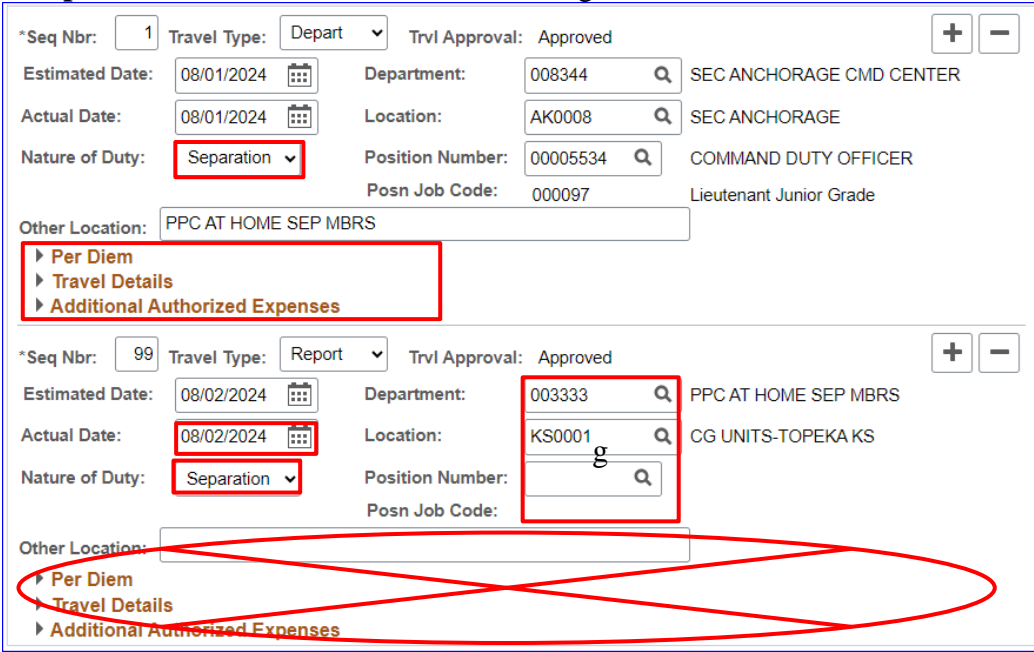
Step	Action																																							
<b>8</b>	<ul style="list-style-type: none"> <li>• Select the <b>Order Travel</b> tab.</li> <li>• Scroll down to the Travel Orders section and click <b>View All</b> to see both the Depart and Report rows.</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Separation Details</span> <span>Additional Info</span> <span>Order Information</span> <span style="border: 2px solid red; padding: 2px;">Order Travel</span> <span>Order Notes</span> <span>&gt;</span> </div> <p><u>Donald Duck</u> <span style="float: right;">Empl ID: 1234567    Empl Record: 0</span></p> <p>Trans ID: 2905096 <span style="float: right;">Order Action: <input type="text" value=""/></span> <span style="float: right; border: 1px solid blue; padding: 2px;">Go</span></p> <p>Order Begin Date: 08/01/2024 <span style="float: right;">Order Type: Separation</span></p> <p>Order End Date: 08/02/2024 <span style="float: right;">Order Status: Authorized</span></p> <p><b>Itinerary</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Depart</td> <td>Approved</td> <td>08/01/2024</td> <td>08/01/2024</td> <td></td> <td>SEC ANCHORAGE CMD CENTER</td> <td>COMMAND DUTY OFFICER</td> <td>SEC ANCHORAGE</td> </tr> <tr> <td style="text-align: center;">99</td> <td>Report</td> <td>Approved</td> <td>08/02/2024</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p><b>Travel Orders</b> <span style="float: right;">View All</span></p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: <input type="text" value="Approved"/> <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="08/01/2024"/> Department: <input type="text" value="008344"/> SEC ANCHORAGE CMD CENTER</p> <p>Actual Date: <input type="text" value="08/01/2024"/> Location: <input type="text" value="AK0008"/> SEC ANCHORAGE</p> <p>Nature of Duty: <input type="text" value=""/> Position Number: <input type="text" value="00005534"/> COMMAND DUTY OFFICER</p> <p>Posn Job Code: 000097 Lieutenant Junior Grade</p> <p>Other Location: <input type="text" value="PPC AT HOME SEP MBRS"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> <span>Include History</span> <span>Correct History</span> </div> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	08/01/2024	08/01/2024		SEC ANCHORAGE CMD CENTER	COMMAND DUTY OFFICER	SEC ANCHORAGE	99	Report	Approved	08/02/2024			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS		Begin Date	End Date	Delay En route	Days		1	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																																
1	Depart	Approved	08/01/2024	08/01/2024		SEC ANCHORAGE CMD CENTER	COMMAND DUTY OFFICER	SEC ANCHORAGE																																
99	Report	Approved	08/02/2024			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS																																
	Begin Date	End Date	Delay En route	Days																																				
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		+ -																																			

*Continued on next page*



## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
9	<p><b>Seq Nbr 1, Depart row:</b></p> <ul style="list-style-type: none"> <li>• The <b>Estimated Date</b> and <b>Actual Date</b> should auto-populate. If they don't, enter the Estimated Date and Actual Date (should be the effective date of separation).</li> <li>• Select Separation for the <b>Nature of Duty</b> drop-down.</li> <li>• Click the arrows to expand the <b>Per Diem, Travel Details</b> and <b>Additional Authorized Expenses</b> sections to add specific travel entitlements for the member.</li> </ul> <p><b>Seq Nbr 99, Report row:</b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual Date</b> (same as estimated).</li> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Verify the <b>Department</b> for separation is 003333.</li> <li>• Verify the <b>Location</b> is KS0001.</li> <li>• The <b>Position Number</b> and <b>Posn Job Code</b> should be blank.</li> <li>• The <b>Other Location, Per Diem, Travel Details</b> and <b>Additional Authorized Expenses</b> sections are not used for Discharges.</li> </ul> 

Continued on next page

## Discharge with Separation Request, Continued

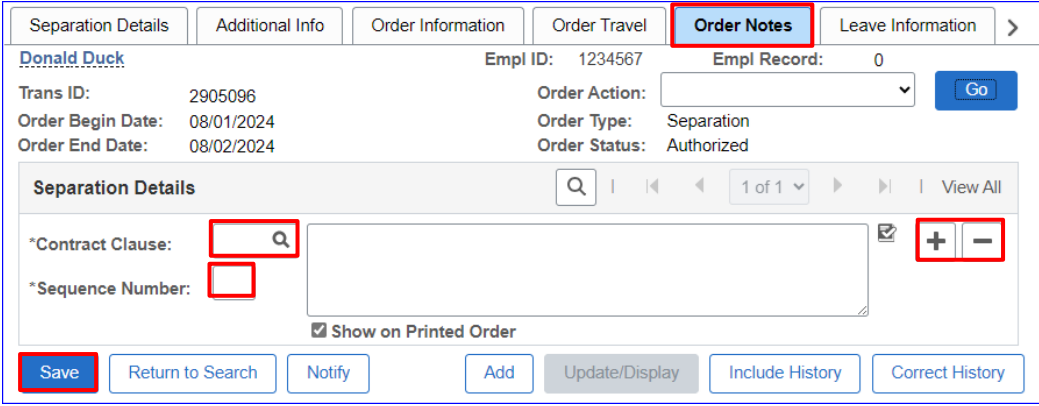
Procedures,  
continued

Step	Action																																				
<p><b>10</b></p>	<p>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.</p> <p><b>NOTE:</b> SPOs/P&amp;As <b>MUST</b> manually stop Career Sea Pay, Career Sea Pay Premium, and OUTCONUS COLA upon the member's departure from the unit on Terminal leave (with no intention to return) to prevent overpayments.</p> <div data-bbox="327 723 1372 862"> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/20/2023</td> <td>10/30/2023</td> <td>Terminal Leave INCONUS</td> <td></td> <td></td> <td>+ -</td> </tr> </tbody> </table> </div>		Begin Date	End Date	Delay En route	Days			1	10/20/2023	10/30/2023	Terminal Leave INCONUS			+ -																						
	Begin Date	End Date	Delay En route	Days																																	
1	10/20/2023	10/30/2023	Terminal Leave INCONUS			+ -																															
<p><b>11</b></p>	<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, as appropriate.</li> <li>• Click <b>Save</b>.</li> </ul> <div data-bbox="327 1070 1369 1261"> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>02</td> <td>Duck, Daisy A.</td> <td>Spouse</td> <td>Married</td> <td>05/15/2023</td> <td>N</td> <td>04/05/1990</td> <td></td> <td>+ -</td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p> </div>		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth			1	<input checked="" type="checkbox"/>	02	Duck, Daisy A.	Spouse	Married	05/15/2023	N	04/05/1990		+ -														
	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth																													
1	<input checked="" type="checkbox"/>	02	Duck, Daisy A.	Spouse	Married	05/15/2023	N	04/05/1990		+ -																											
<p><b>12</b></p>	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the Itinerary section.</p> <div data-bbox="327 1350 1337 1951"> <p>Separation Details Additional Info Order Information <b>Order Travel</b> Order Notes &gt;</p> <p><u>Donald Duck</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2905096 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 08/01/2024 Order Type: Separation</p> <p>Order End Date: 08/02/2024 Order Status: Authorized</p> <p><b>Itinerary</b></p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>07/10/2024</td> <td></td> <td>Terminal Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>08/01/2024</td> <td>08/01/2024</td> <td></td> <td>SEC ANCHORAGE CMD CENTER</td> <td>COMMAND DUTY OFFICER</td> <td>SEC ANCHORAGE</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>08/02/2024</td> <td>08/02/2024</td> <td>Separation</td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p><b>Travel Orders</b></p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 08/01/2024 Department: 008344 SEC ANCHORAGE CMD CENTER</p> <p>Actual Date: 08/01/2024 Location: AK0008 SEC ANCHORAGE</p> <p>Nature of Duty: Position Number: 00005534 COMMAND DUTY OFFICER</p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				07/10/2024		Terminal Leave INCONUS				1	Depart	Approved	08/01/2024	08/01/2024		SEC ANCHORAGE CMD CENTER	COMMAND DUTY OFFICER	SEC ANCHORAGE	99	Report	Approved	08/02/2024	08/02/2024	Separation	PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																													
			07/10/2024		Terminal Leave INCONUS																																
1	Depart	Approved	08/01/2024	08/01/2024		SEC ANCHORAGE CMD CENTER	COMMAND DUTY OFFICER	SEC ANCHORAGE																													
99	Report	Approved	08/02/2024	08/02/2024	Separation	PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS																													

Continued on next page

## Discharge with Separation Request, Continued

Procedures,  
continued

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

Continued on next page

## Discharge with Separation Request, Continued


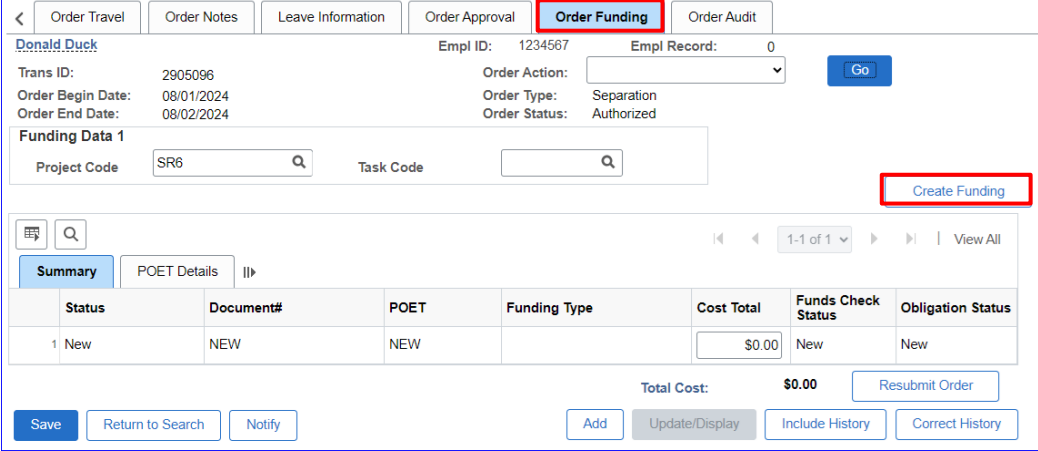
Procedures,  
continued

Step	Action																																																																								
<p><b>14</b></p>	<p>Select the <b>Leave Information</b> tab.</p> <p>Notice the <b>Terminal Leave (Days)</b> entered in the Delay En route section is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member's military career (if any).</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. <b>**Use this for members:</b> <ul style="list-style-type: none"> <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> </ul> <p><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 the PPC trouble ticket will need to be submitted to correct the leave balances created debts.</b></p> <ul style="list-style-type: none"> <li>• <b>Terminal Leave (Days)</b> – Sum of terminal leave days specified on the Order Travel tab.</li> </ul> <p>Click <b>Save</b>.</p> <div data-bbox="327 1238 1369 1624" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Separation Details</td> <td style="width: 15%;">Additional Info</td> <td style="width: 15%;">Order Information</td> <td style="width: 15%;">Order Travel</td> <td style="width: 15%;">Order Notes</td> <td style="width: 15%;"><b>Leave Information</b> &gt;</td> </tr> <tr> <td colspan="2"><b>Donald Duck</b></td> <td colspan="2">Empl ID: 1234567</td> <td colspan="2">Empl Record: 0</td> </tr> <tr> <td>Trans ID:</td> <td>2905096</td> <td>Order Action:</td> <td colspan="3"><input type="text" value=""/></td> </tr> <tr> <td>Order Begin Date:</td> <td>08/01/2024</td> <td>Order Type:</td> <td colspan="3">Separation</td> </tr> <tr> <td>Order End Date:</td> <td>08/02/2024</td> <td>Order Status:</td> <td colspan="3">Authorized</td> </tr> <tr> <td colspan="6"><b>Leave Balances</b></td> </tr> <tr> <td>Leave Balance:</td> <td><input type="text" value="51.500000"/></td> <td>Cumulative Sold Leave:</td> <td colspan="3"><input type="text" value="0.000000"/></td> </tr> <tr> <td colspan="6"><b>Leave Disposition</b></td> </tr> <tr> <td>Total to Carry Over (Days):</td> <td><input type="text" value="0.0"/></td> <td>Terminal Leave Begin:</td> <td colspan="3">07/10/2024</td> </tr> <tr> <td>Terminal Leave (Days):</td> <td><input type="text" value="23.0"/></td> <td>Terminal Leave End:</td> <td colspan="3">08/01/2024</td> </tr> <tr> <td><input type="button" value="Save"/></td> <td><input type="button" value="Return to Search"/></td> <td><input type="button" value="Notify"/></td> <td><input type="button" value="Add"/></td> <td><input type="button" value="Update/Display"/></td> <td><input type="button" value="Include History"/></td> </tr> <tr> <td colspan="6" style="text-align: right;"><input type="button" value="Go"/></td> </tr> </table> </div> <p>This Message will display if the Total to Carry Over (Days) was populated. Click <b>OK</b> to clear the message.</p> <div data-bbox="327 1713 1369 1892" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Warning -- Leave Carryover should only be recorded in the case of: (30013,83)</p> <p>(a) a reservist being RELAD to SELRES status; or (b) a member being discharged and electing to carry over leave to another branch of Service. Erroneous Leave Carryover entries will cause significant indebtedness issues.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	<b>Leave Information</b> >	<b>Donald Duck</b>		Empl ID: 1234567		Empl Record: 0		Trans ID:	2905096	Order Action:	<input type="text" value=""/>			Order Begin Date:	08/01/2024	Order Type:	Separation			Order End Date:	08/02/2024	Order Status:	Authorized			<b>Leave Balances</b>						Leave Balance:	<input type="text" value="51.500000"/>	Cumulative Sold Leave:	<input type="text" value="0.000000"/>			<b>Leave Disposition</b>						Total to Carry Over (Days):	<input type="text" value="0.0"/>	Terminal Leave Begin:	07/10/2024			Terminal Leave (Days):	<input type="text" value="23.0"/>	Terminal Leave End:	08/01/2024			<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<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="Go"/>					
Separation Details	Additional Info	Order Information	Order Travel	Order Notes	<b>Leave Information</b> >																																																																				
<b>Donald Duck</b>		Empl ID: 1234567		Empl Record: 0																																																																					
Trans ID:	2905096	Order Action:	<input type="text" value=""/>																																																																						
Order Begin Date:	08/01/2024	Order Type:	Separation																																																																						
Order End Date:	08/02/2024	Order Status:	Authorized																																																																						
<b>Leave Balances</b>																																																																									
Leave Balance:	<input type="text" value="51.500000"/>	Cumulative Sold Leave:	<input type="text" value="0.000000"/>																																																																						
<b>Leave Disposition</b>																																																																									
Total to Carry Over (Days):	<input type="text" value="0.0"/>	Terminal Leave Begin:	07/10/2024																																																																						
Terminal Leave (Days):	<input type="text" value="23.0"/>	Terminal Leave End:	08/01/2024																																																																						
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<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="Go"/>																																																																									

Continued on next page

## Discharge with Separation Request, Continued

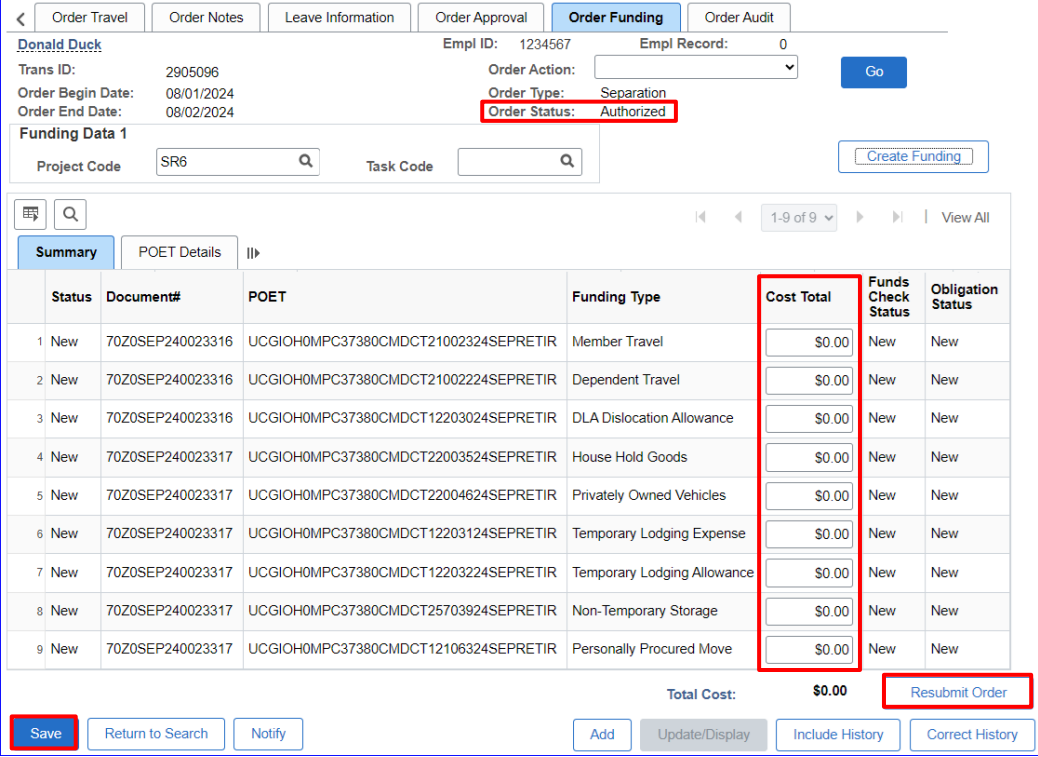
Procedures,  
continued

Step	Action
15	<p>Click the continuation <b>arrow</b> to access additional tabs.</p> 
16	<ul style="list-style-type: none"> <li>• Select the <b>Order Funding</b> tab.</li> <li>• Click <b>Create Funding</b>.</li> </ul> 

Continued on next page

## Discharge with Separation Request, Continued

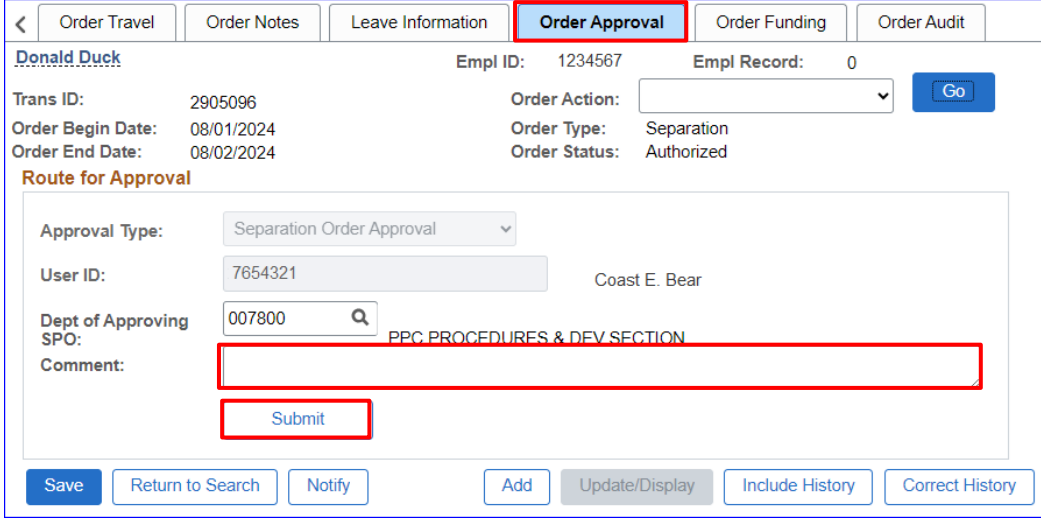
Procedures,  
continued

Step	Action
17	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type per member's intentions as authorized (see NOTE 1). Click <b>Resubmit Order</b>, and then click <b>Save</b>. The <b>Order Status</b> will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see NOTE 2).</p> <p><b>NOTE 1:</b> If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see the <a href="#">Estimates: Household Goods</a> section at the beginning of this guide and update accordingly, See the <a href="#">Personally Procured Move (PPM)</a> section for obtaining the estimated cost for a PPM.</p> <p><b>NOTE 2:</b> This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the <b>Order Status</b> will update to Awaiting \$ and then back to Authorized. 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 18. The Separation Order <b>MUST</b> be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in a system interface. At the top, there are navigation tabs: Order Travel, Order Notes, Leave Information, Order Approval, Order Funding (selected), and Order Audit. Below these, the user's name 'Donald Duck' is displayed along with 'Empl ID: 1234567' and 'Empl Record: 0'. There are fields for 'Trans ID: 2905096', 'Order Begin Date: 08/01/2024', and 'Order End Date: 08/02/2024'. An 'Order Action' dropdown is set to 'Separation', and the 'Order Status' is 'Authorized'. A 'Funding Data 1' section contains search fields for 'Project Code' (SR6) and 'Task Code'. Below this is a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The table lists 9 items, all with a 'Cost Total' of '\$0.00'. At the bottom right of the table, 'Total Cost: \$0.00' is shown, and a 'Resubmit Order' button is highlighted with a red box. At the bottom left, a 'Save' button is also highlighted with a red box.</p>

Continued on next page

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
18	<ul style="list-style-type: none"> <li>• Select the <b>Order Approval</b> tab.</li> <li>• Enter <b>Comments</b> as appropriate.</li> <li>• Click <b>Submit</b>.</li> </ul> 

Continued on next page

## Discharge with Separation Request, Continued

Procedures,  
continued

Step	Action
19	<p>Once submitted, the Separation Orders are <b>Pending</b> approval.</p> <p><b>NOTE:</b> SPOs/P&amp;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.</p> <div data-bbox="327 667 1369 1458" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Order Travel</span> <span>Order Notes</span> <span>Leave Information</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Order Approval</span> <span>Order Funding</span> <span>Order Audit</span> </div> <p><u>Donald Duck</u> <span style="float: right;">Empl ID: 1234567    Empl Record: 0</span></p> <p>Trans ID: 2905096 <span style="float: right;">Order Action: <input type="text" value=""/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Go</span></span></p> <p>Order Begin Date: 08/01/2024 <span style="float: right;">Order Type: Separation</span></p> <p>Order End Date: 08/02/2024 <span style="float: right;">Order Status: Authorized</span></p> <p><b>Route for Approval</b></p> <p>Approval Type: <input type="text" value="Separation Order Approval"/></p> <p>User ID: <input type="text" value="7654321"/> <span style="float: right;">Coast E. Bear</span></p> <p>Dept of Approving SPO: <input type="text" value="007800"/> <span style="float: right;">PPC PROCEDURES &amp; DEV SECTION</span></p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p><b>Approve Separation Order</b></p> <div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px;"> <p>Approval Sep Order Header <span style="border: 2px solid red; padding: 2px;">Pending</span> <span style="float: right;"><a href="#">View/Hide Comments</a></span></p> <p>One Level Approval</p> <p>Pending</p> <p><a href="#">Multiple Approvers</a></p> <p><a href="#">SPO Supervisor - Initial Apprv</a></p> <p><b>Comments</b></p> <p>Coast E Bear at 12/04/23 - 11:51 AM &lt;No Comments&gt;</p> <p>System at 12/04/23 - 11:51 AM Requester (2163296) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)</p> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid #0070C0; margin-top: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Save</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Return to Search</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Notify</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Add</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Update/Display</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Include History</span> <span style="border: 1px solid #0070C0; padding: 2px 5px;">Correct History</span> </div> </div>