

Discharge with a Temporary Separation Request

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 The approval request will need to be withdrawn to let the OIP process run successfully.*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

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

If member is NOT rehired this Separation Order is VOIDED. This adversely impacts benefits, entitlements, and 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.

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Discharge with a Temporary 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.**

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Discharge with a Temporary 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	Select FSMS Separation Orders from the Separations pagelet. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Separations</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Separation Orders</td> <td style="padding: 2px;">DD214 Form</td> </tr> <tr> <td style="padding: 2px;">Separations Summary Report</td> <td style="padding: 2px;">Separation Requests by Status</td> </tr> <tr> <td style="padding: 2px;">Separation Request Extract</td> <td style="padding: 2px;">Separations By AD Term Date</td> </tr> <tr> <td style="padding: 2px;">Separations 30-year Retirement</td> <td style="padding: 2px;">Separation Orders Extract</td> </tr> <tr> <td style="padding: 2px;">FSMS Separation Rqst/Authorize</td> <td style="padding: 2px; border: 2px solid red;">FSMS Separation Orders</td> </tr> </tbody> </table> </div>	Separations		Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separations 30-year Retirement	Separation Orders Extract	FSMS Separation Rqst/Authorize	FSMS Separation Orders
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Separation Request Extract	Separations By AD Term Date												
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Discharge with a Temporary Separation Request, Continued

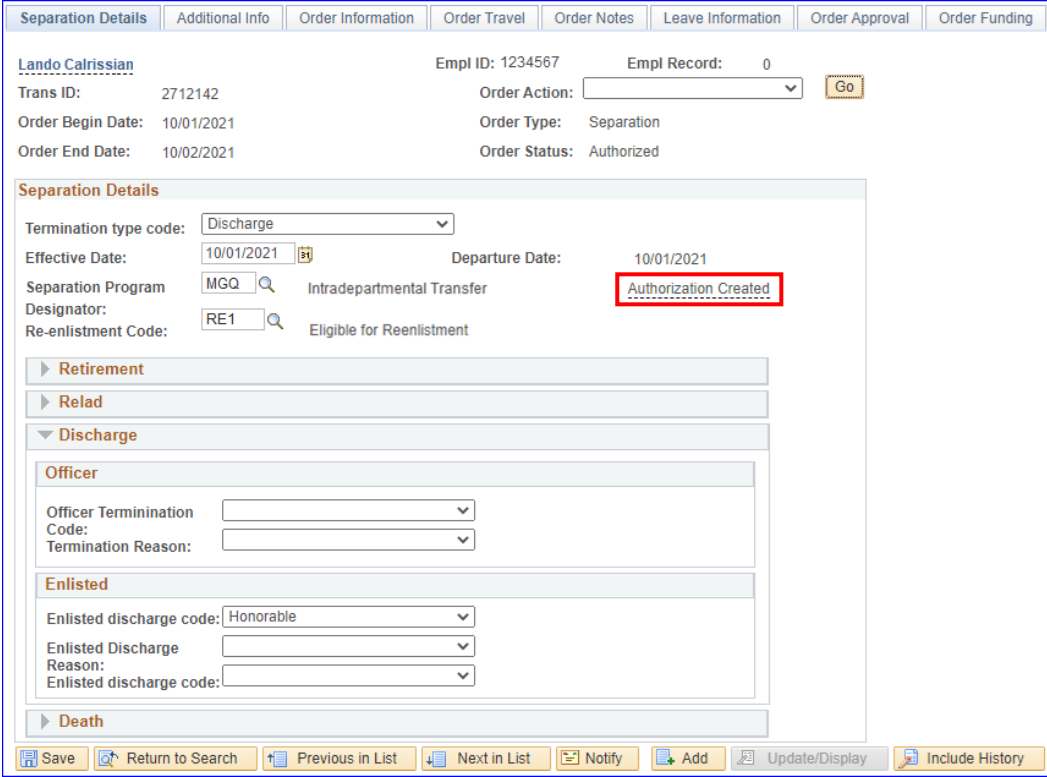
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="316 477 1295 1191" style="border: 1px solid black; padding: 5px;"> <p>FSMS Separation Orders</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>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/> <input type="button" value="🔍"/></p> <p>Trans ID = <input type="text"/></p> <p>Order Type = <input type="text" value="Separation"/></p> <p>National ID <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>First Name <input type="text" value="begins with"/></p> <p> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

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Discharge with a Temporary Separation Request, Continued

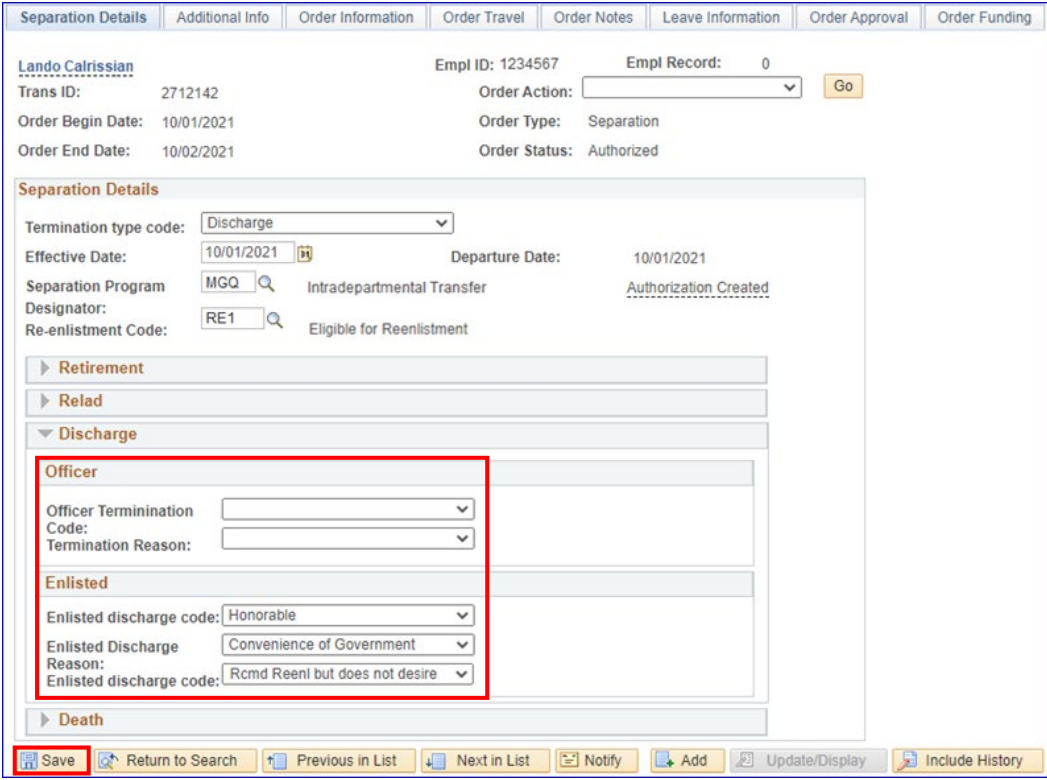
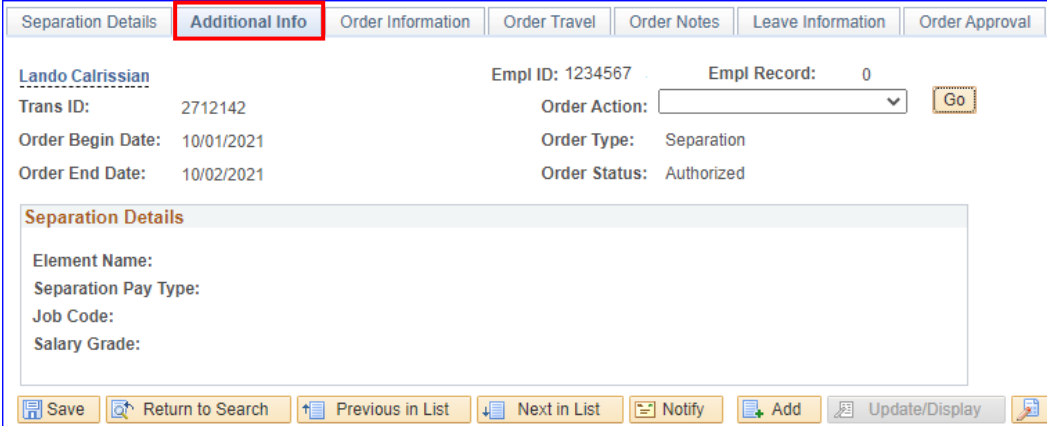
Procedures,
continued

Step	Action
3	<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 Airport Terminal user guide). Notice the Authorization Created link. Click on it to view/print the Separation Authorization.</p> 

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Discharge with a Temporary Separation Request, Continued

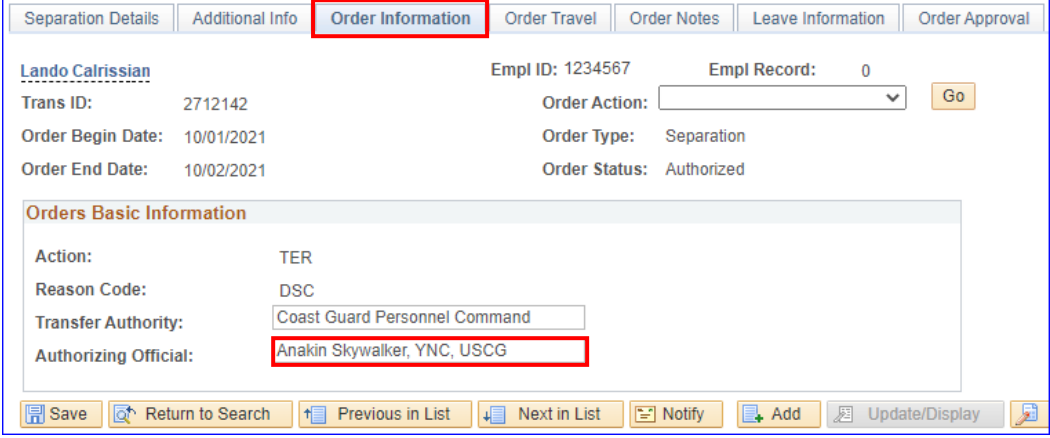
Procedures,
continued

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

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Discharge with a Temporary Separation Request, Continued

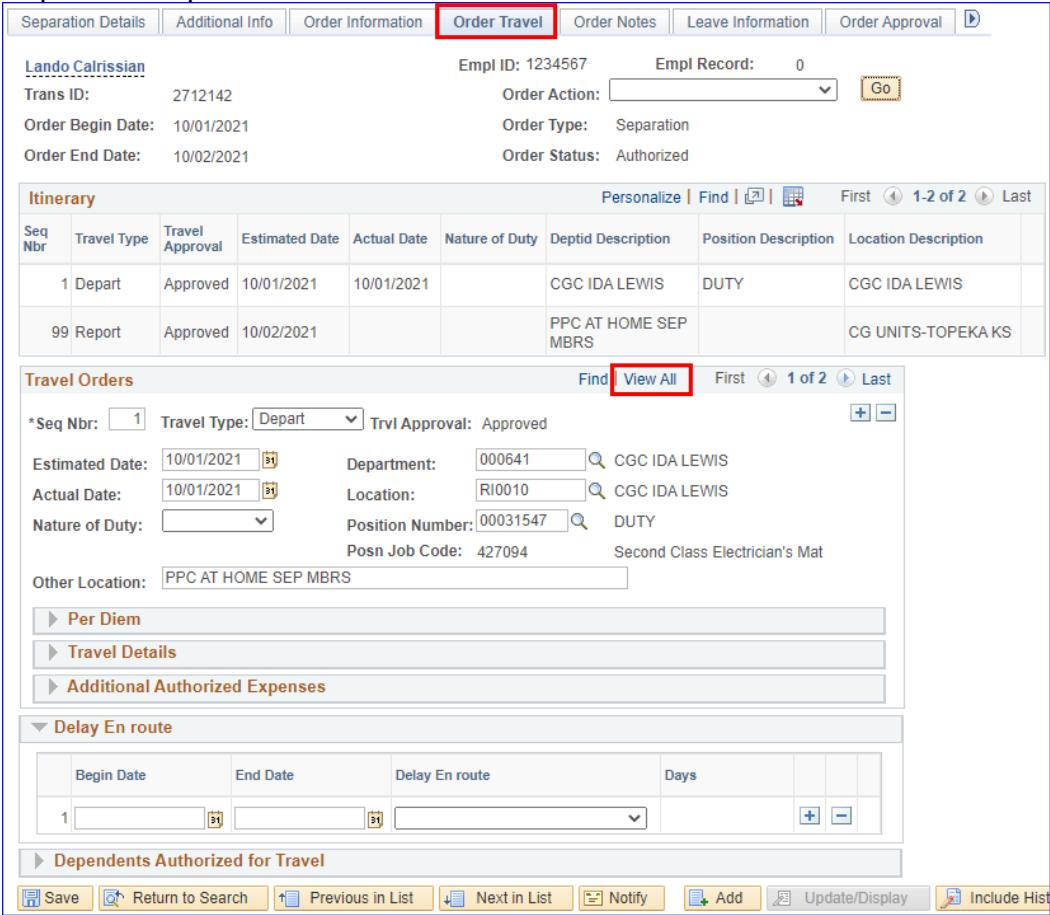
Procedures,
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Step	Action
6	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official.</p> 

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Discharge with a Temporary Separation Request, Continued

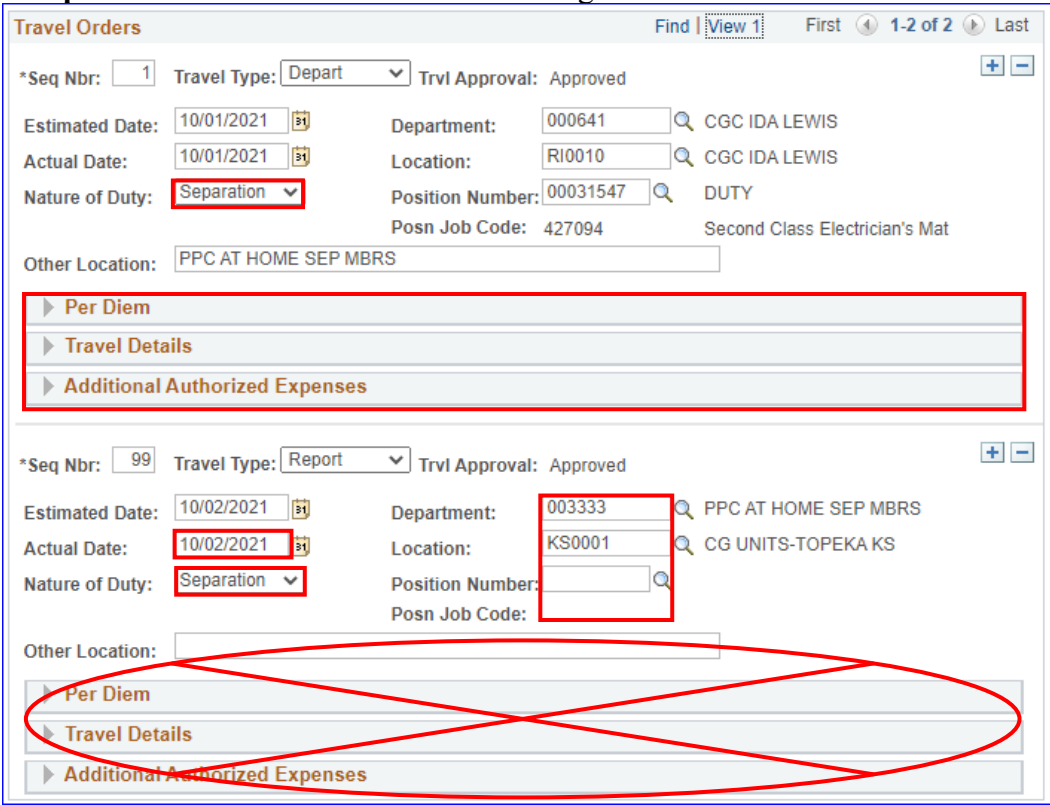
Procedures,
continued

Step	Action																											
7	<p>Select the Order Travel tab.</p> <p>Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows.</p>  <p>The screenshot shows the 'Order Travel' tab selected. The 'Itinerary' table has the following data:</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>1</td> <td>Depart</td> <td>Approved</td> <td>10/01/2021</td> <td>10/01/2021</td> <td></td> <td>CGC IDA LEWIS</td> <td>DUTY</td> <td>CGC IDA LEWIS</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>10/02/2021</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p>The 'Travel Orders' section shows the following details:</p> <ul style="list-style-type: none"> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 10/01/2021 Actual Date: 10/01/2021 Nature of Duty: (dropdown) Department: 000641 CGC IDA LEWIS Location: RI0010 CGC IDA LEWIS Position Number: 00031547 DUTY Posn Job Code: 427094 Second Class Electrician's Mat Other Location: PPC AT HOME SEP MBRS <p>Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Include Hist.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	10/01/2021	10/01/2021		CGC IDA LEWIS	DUTY	CGC IDA LEWIS	99	Report	Approved	10/02/2021			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
8	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> • 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. <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> • 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. 

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Discharge with a Temporary Separation Request, Continued

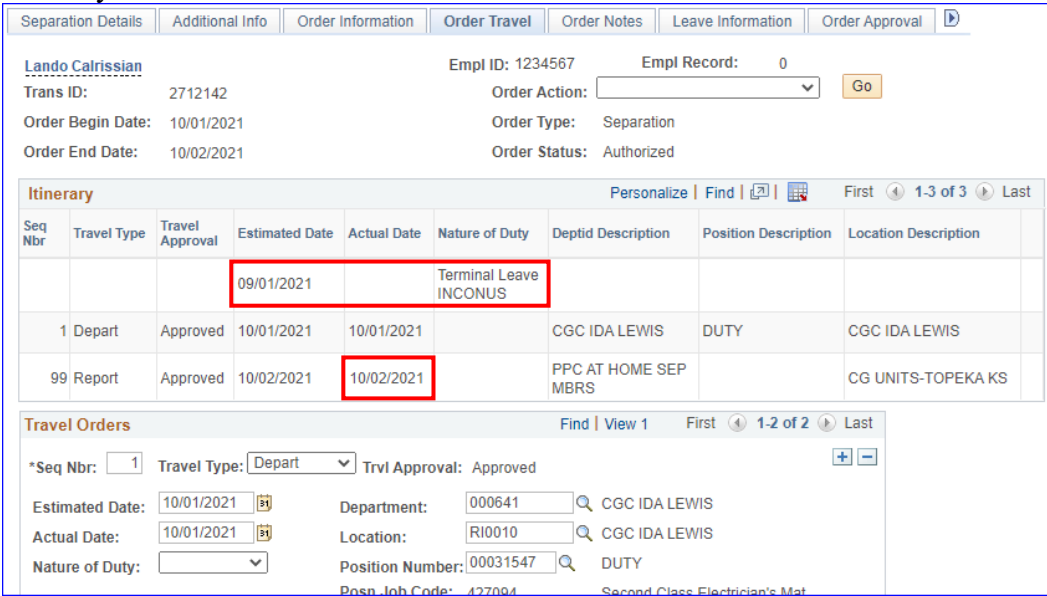
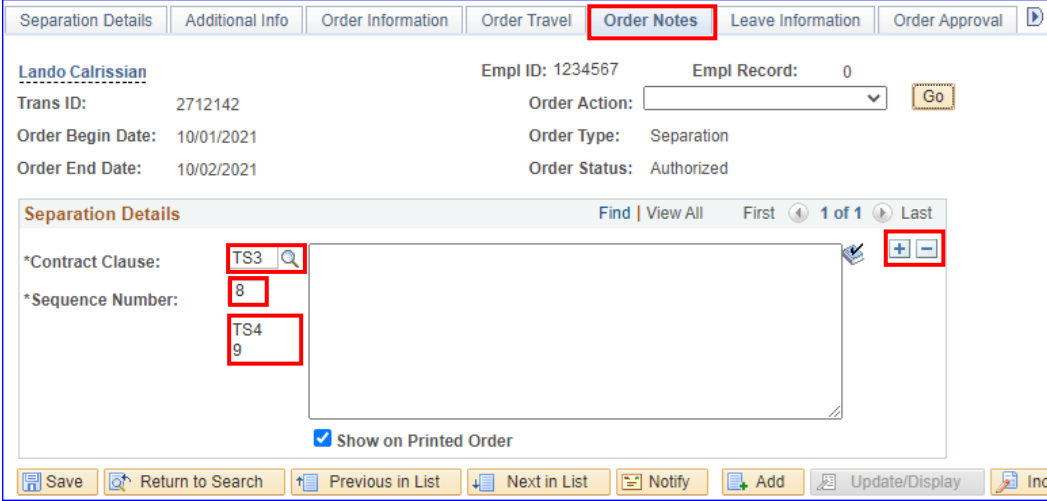
Procedures,
continued

Step	Action																								
<p>9</p>	<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. <p>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.</p> <div data-bbox="316 734 1366 922" style="border: 1px solid blue; padding: 5px;"> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>09/01/2021</td> <td>10/01/2021</td> <td>Terminal Leave INCONUS</td> <td>31</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days	09/01/2021	10/01/2021	Terminal Leave INCONUS	31																
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<p>10</p>	<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> <div data-bbox="316 1187 1366 1438" style="border: 1px solid blue; padding: 5px;"> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <tr> <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> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p> </div>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	<input checked="" type="checkbox"/>	04	Bateen, Kaasha	Spouse	Married	10/12/2002	N	02/09/1976	<input checked="" type="checkbox"/>	06	L3-37	Daughter	Single		N	11/21/2007
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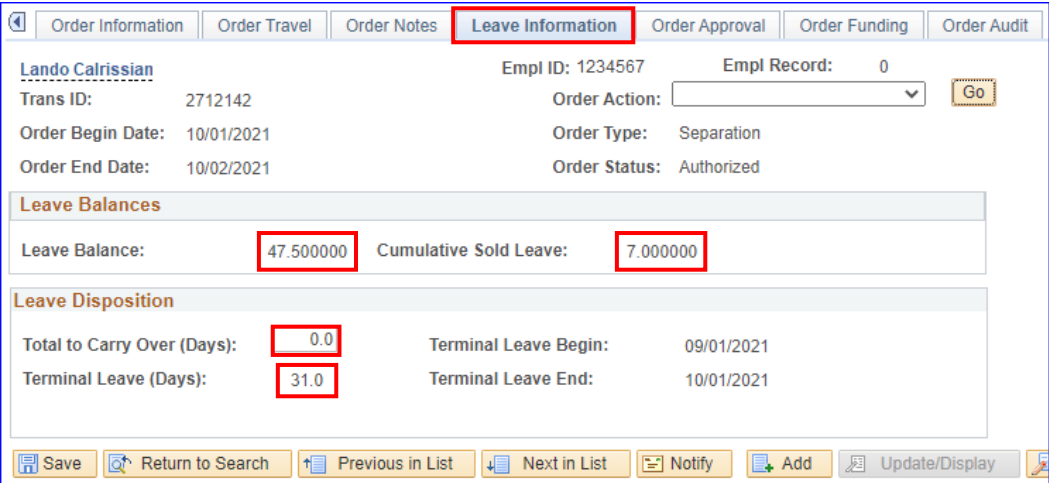
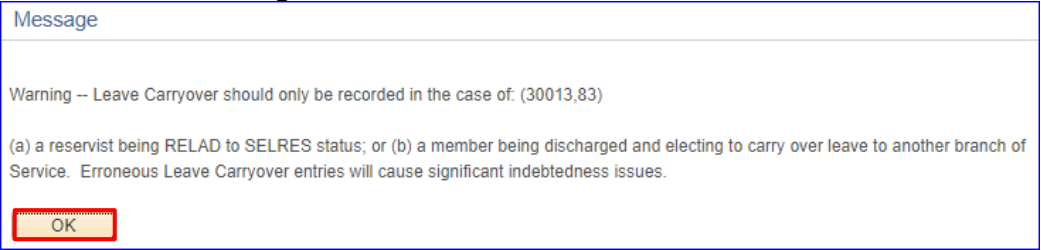
Procedures,
continued

Step	Action																																				
11	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p>  <p>The screenshot shows the 'Order Travel' tab selected. The 'Itinerary' section contains the following data:</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>09/01/2021</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>10/01/2021</td> <td>10/01/2021</td> <td></td> <td>CGC IDA LEWIS</td> <td>DUTY</td> <td>CGC IDA LEWIS</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>10/02/2021</td> <td>10/02/2021</td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p>The 'Travel Orders' section shows a 'Depart' order with the following details:</p> <ul style="list-style-type: none"> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 10/01/2021 Actual Date: 10/01/2021 Department: 000641 CGC IDA LEWIS Location: RI0010 CGC IDA LEWIS Position Number: 00031547 DUTY Resp. Job Code: 427084 Second Class Electrician's Mat 	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				09/01/2021		Terminal Leave INCONUS				1	Depart	Approved	10/01/2021	10/01/2021		CGC IDA LEWIS	DUTY	CGC IDA LEWIS	99	Report	Approved	10/02/2021	10/02/2021		PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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12	<p>Select the Order Notes tab.</p> <p>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.</p> <p>NOTE: Add Contract Clause TS3 and TS4 (per EPM).</p>  <p>The screenshot shows the 'Order Notes' tab selected. The 'Separation Details' section shows the following data:</p> <ul style="list-style-type: none"> *Contract Clause: TS3 *Sequence Number: 8 *Contract Clause: TS4 *Sequence Number: 9 <p>The 'Show on Printed Order' checkbox is checked.</p>																																				

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Discharge with a Temporary Separation Request, Continued

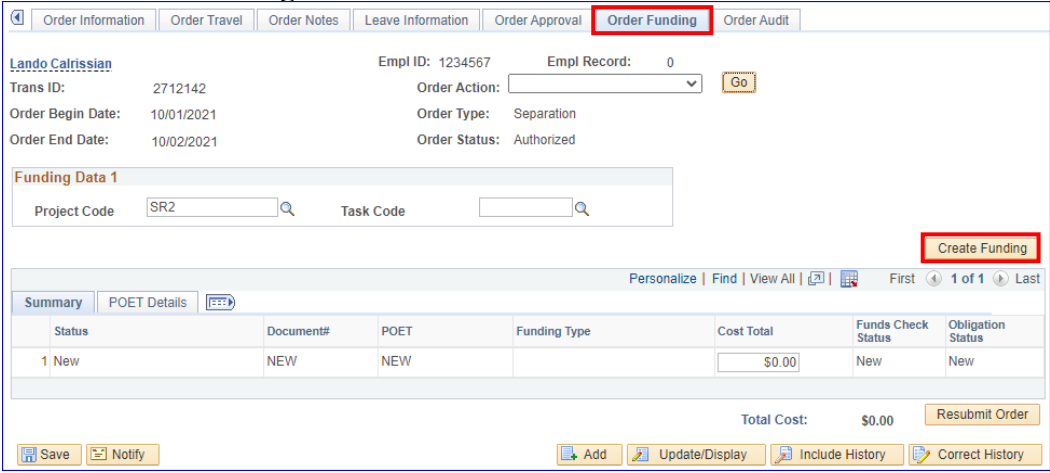
Procedures,
continued

Step	Action
13	<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 (no break in 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 debts.</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 with a Temporary Separation Request, Continued

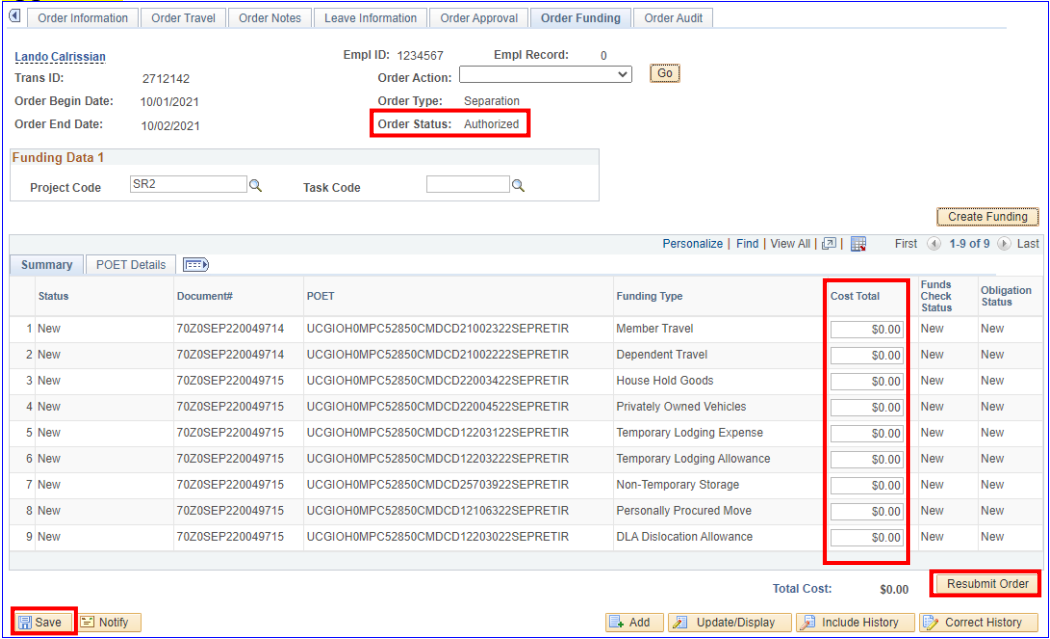
Procedures,
continued

Step	Action														
14	<p>Select the Order Funding tab.</p> <p>Click Create Funding.</p>  <p>The screenshot displays the 'Order Funding' tab with the following details:</p> <ul style="list-style-type: none"> Order Information: Order Funding (highlighted) Order Action: [Dropdown] Order Type: Separation Order Status: Authorized Order Begin Date: 10/01/2021 Order End Date: 10/02/2021 Empl ID: 1234567 Empl Record: 0 Project Code: SR2 Task Code: [Empty] Summary Table: <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>NEW</td> <td>NEW</td> <td></td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table> Total Cost: \$0.00 	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	NEW	NEW		\$0.00	New	New
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1 New	NEW	NEW		\$0.00	New	New									

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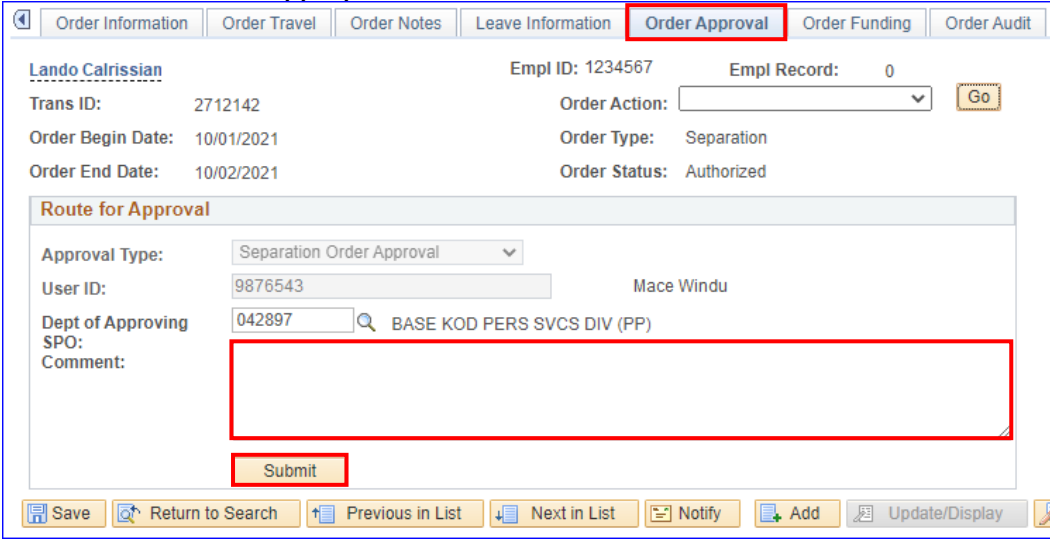
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continued

Step	Action																																																																						
15	<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. 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.</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 16. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the FSMS interface for a separation order. At the top, there are tabs for Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding, and Order Audit. The main area displays order details for Lando Caltrissian, including Trans ID (2712142), Order Begin Date (10/01/2021), Order End Date (10/02/2021), Empl ID (1234567), and Empl Record (0). The Order Type is 'Separation' and the Order Status is 'Authorized'. Below this is a 'Funding Data' section with search fields for Project Code (SR2) and Task Code. A table lists 9 funding types with their respective document numbers, POET codes, and funding types. The 'Cost Total' column for all items is \$0.00. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', 'Correct History', and 'Resubmit Order'. The 'Total Cost' is shown as \$0.00.</p> <table border="1" data-bbox="323 1373 1361 1659"> <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>UCGIOH0MPC52850CMD25703922SEPRETIR</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	UCGIOH0MPC52850CMD25703922SEPRETIR	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 with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
16	<p>Select the Order Approval tab.</p> <p>Enter Comments as appropriate, then click Submit.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: Order Information, Order Travel, Order Notes, Leave Information, Order Approval (highlighted), Order Funding, Order Audit. User: Lando Calrissian Empl ID: 1234567, Empl Record: 0 Trans ID: 2712142, Order Action: [dropdown], Go button Order Begin Date: 10/01/2021, Order Type: Separation Order End Date: 10/02/2021, Order Status: Authorized Route for Approval section: <ul style="list-style-type: none"> Approval Type: Separation Order Approval [dropdown] User ID: 9876543, Mace Windu Dept of Approving SPO: 042897, BASE KOD PERS SVCS DIV (PP) Comment: [Red box around text area] Submit button: [Red box around button] Footer buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Continued on next page

Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
17	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>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.</p> <div data-bbox="316 622 1369 1429" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Order Information Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit </div> <p>Lando Calrissian Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2712142 Order Action: Go</p> <p>Order Begin Date: 10/01/2021 Order Type: Separation</p> <p>Order End Date: 10/02/2021 Order Status: Authorized</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Route for Approval</p> <p>Approval Type: Separation Order Approval</p> <p>User ID: 9876543 Mace Windu</p> <p>Dept of Approving SPO: 042897 BASE KOD PERS SVCS DIV (PP)</p> <p>Comment: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> </div> <p>Approve Separation Order</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Approval Sep Order Header: Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>SPO Supervisor - Initial Apprv</p> </div> <p>Comments</p> <p>Mace Windu at 06/21/21 - 2:04 PM</p> <p><No Comments></p> </div> <div style="margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify Add Update/Display </div> </div>