

## Discharge with a Temporary Separation Request

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**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).

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**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 The approval request will need to be withdrawn to let the OIP process run successfully.*

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**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://www.uscg.mil/military-accounts-support).

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**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.

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**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&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 (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**


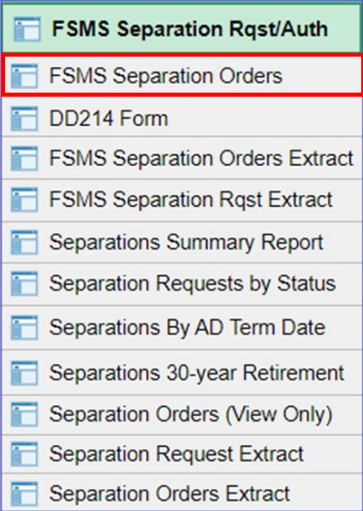
If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

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	<p>Click on the <b>Separations</b> tile.</p>  <p>Then select the <b>FSMS Separation Orders</b> option.</p> 

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# Discharge with a Temporary Separation Request, Continued

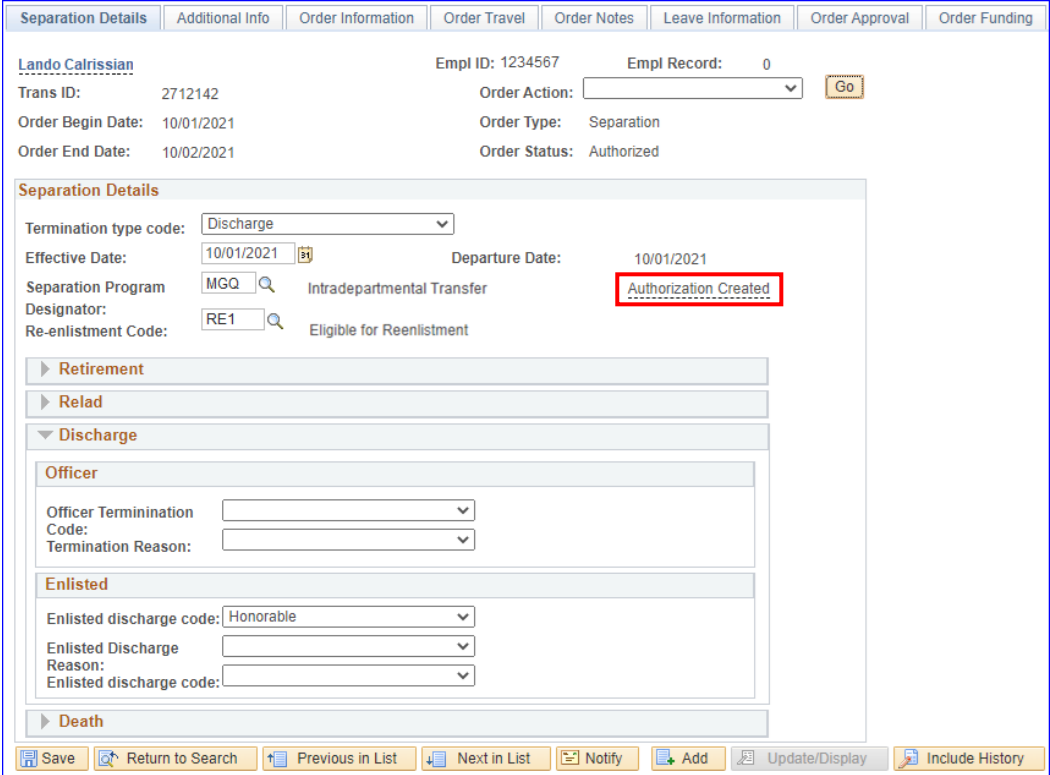
Procedures,  
continued

Step	Action
2	<p data-bbox="316 450 932 479">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 479 1295 1191" style="border: 1px solid black; padding: 5px;"> <p data-bbox="328 488 679 517"><b>FSMS Separation Orders</b></p> <p data-bbox="328 544 1286 573">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="328 611 863 651" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span data-bbox="347 618 616 647">Find an Existing Value</span> <span data-bbox="651 618 847 647">Add a New Value</span> </div> <div data-bbox="328 678 1078 719" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span data-bbox="347 685 564 714">▼ Search Criteria</span> </div> <div data-bbox="328 763 983 1055"> <p data-bbox="389 770 948 799">Empl ID <span data-bbox="485 770 639 799">begins with ▼</span> <input data-bbox="655 763 948 799" type="text" value="1234567"/></p> <p data-bbox="336 808 983 837">Empl Record <span data-bbox="485 808 616 837">= ▼</span> <input data-bbox="655 808 948 837" type="text"/></p> <p data-bbox="384 853 948 882">Trans ID <span data-bbox="485 853 616 882">= ▼</span> <input data-bbox="655 853 948 882" type="text"/></p> <p data-bbox="357 898 1070 927">Order Type <span data-bbox="485 898 616 927">= ▼</span> <span data-bbox="655 898 1070 927">Separation ▼</span></p> <p data-bbox="357 943 948 972">National ID <span data-bbox="485 943 639 972">begins with ▼</span> <input data-bbox="655 943 948 972" type="text"/></p> <p data-bbox="357 987 948 1016">Last Name <span data-bbox="485 987 639 1016">begins with ▼</span> <input data-bbox="655 987 948 1016" type="text"/></p> <p data-bbox="357 1032 948 1061">First Name <span data-bbox="485 1032 639 1061">begins with ▼</span> <input data-bbox="655 1032 948 1061" type="text"/></p> <p data-bbox="336 1070 1015 1099"> <input type="checkbox"/> Include History           <input type="checkbox"/> Correct History           <input type="checkbox"/> Case Sensitive         </p> <div data-bbox="328 1137 1062 1178" style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <span data-bbox="336 1144 477 1173" style="border: 1px solid red; padding: 2px;">Search</span> <span data-bbox="491 1144 592 1173" style="padding: 2px;">Clear</span> <span data-bbox="619 1144 767 1173" style="padding: 2px;">Basic Search</span> <span data-bbox="783 1137 820 1167" style="font-size: 1em;">🔍</span> <span data-bbox="831 1144 1062 1173" style="padding: 2px;">Save Search Criteria</span> </div> </div> </div>

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# Discharge with a Temporary Separation Request, Continued

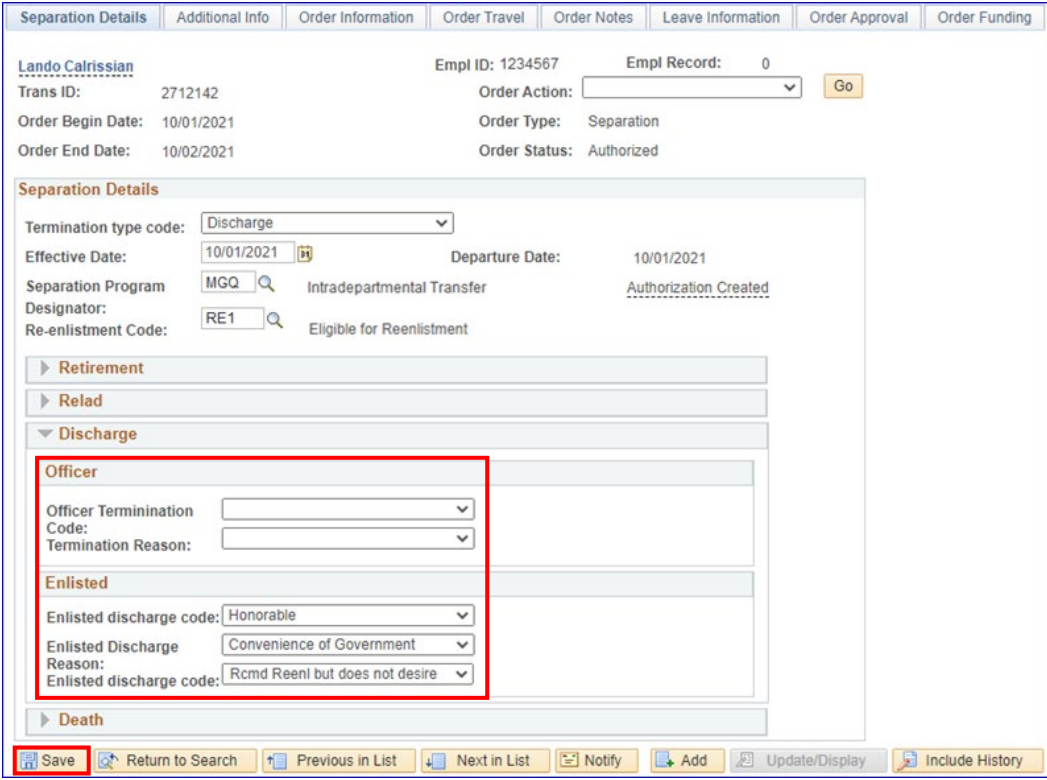
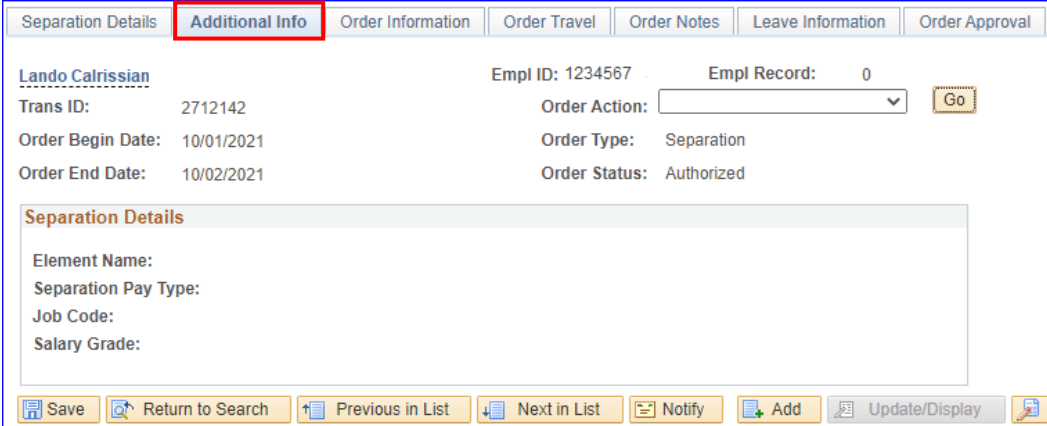
Procedures,  
continued

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 <a href="#">Airport Terminal</a> user guide). Notice the <b>Authorization Created</b> link. Click on it to view/print the Separation Authorization.</p> 

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# Discharge with a Temporary Separation Request, Continued

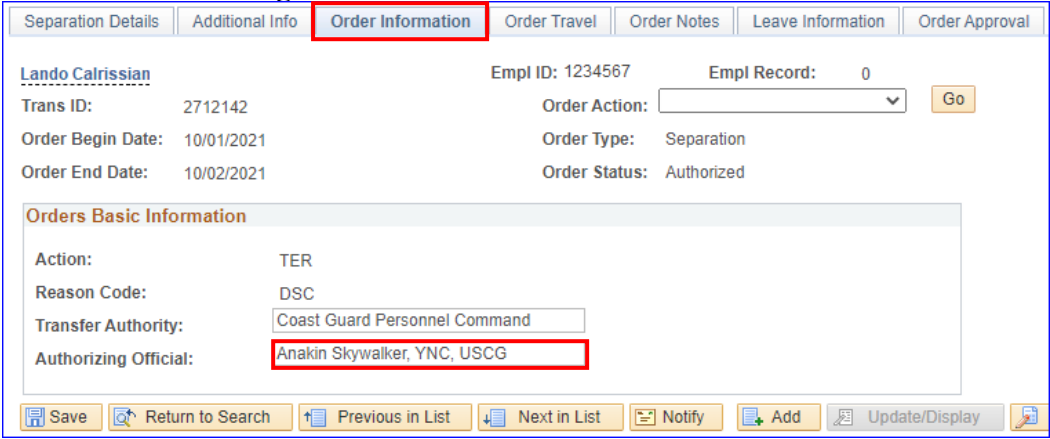
Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>Scroll down to the <b>Discharge section</b> and complete the Enlisted or Officer fields per the member's paygrade.</p> <p>Click <b>Save</b>.</p> 
<p><b>5</b></p>	<p>Select the <b>Additional Info</b> 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

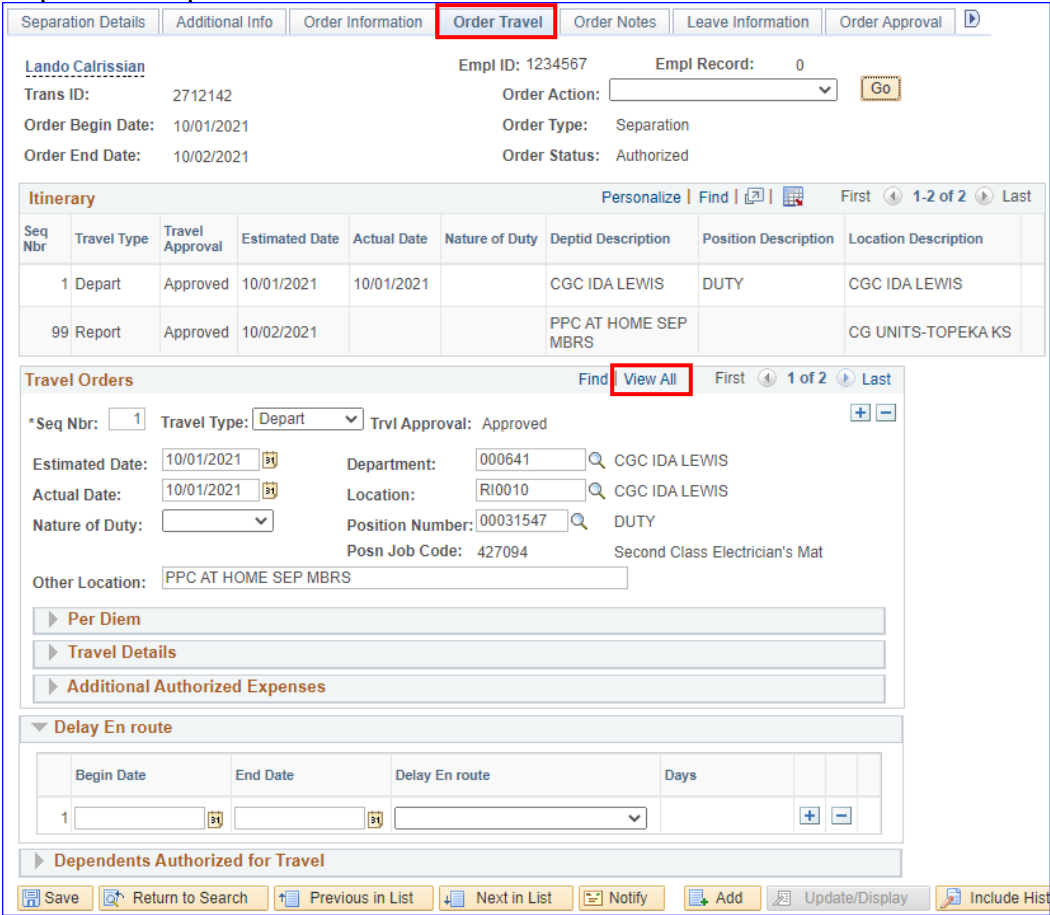
Procedures,  
continued

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

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# Discharge with a Temporary Separation Request, Continued

Procedures,  
continued

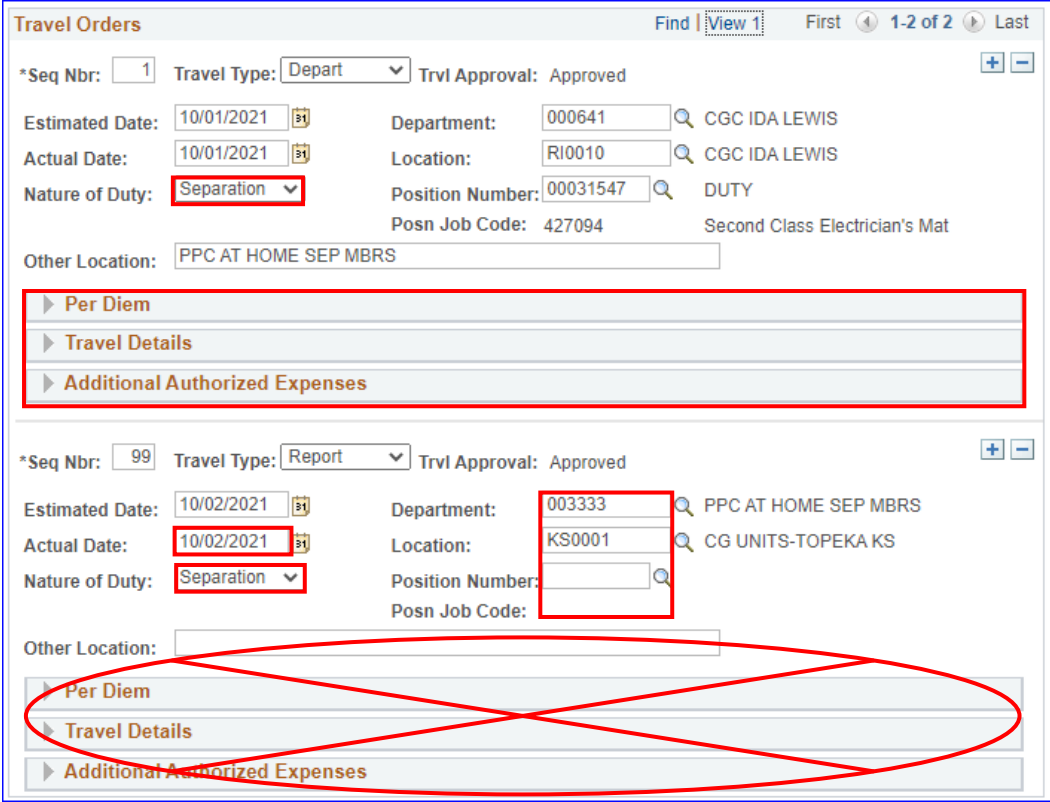
Step	Action
7	<p>Select the <b>Order Travel</b> tab.</p> <p>Scroll down to the Travel Orders section and click <b>View All</b> to see both the Depart and Report rows.</p> 

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# Discharge with a Temporary Separation Request, Continued

Procedures,  
continued

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

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# Discharge with a Temporary Separation Request, Continued

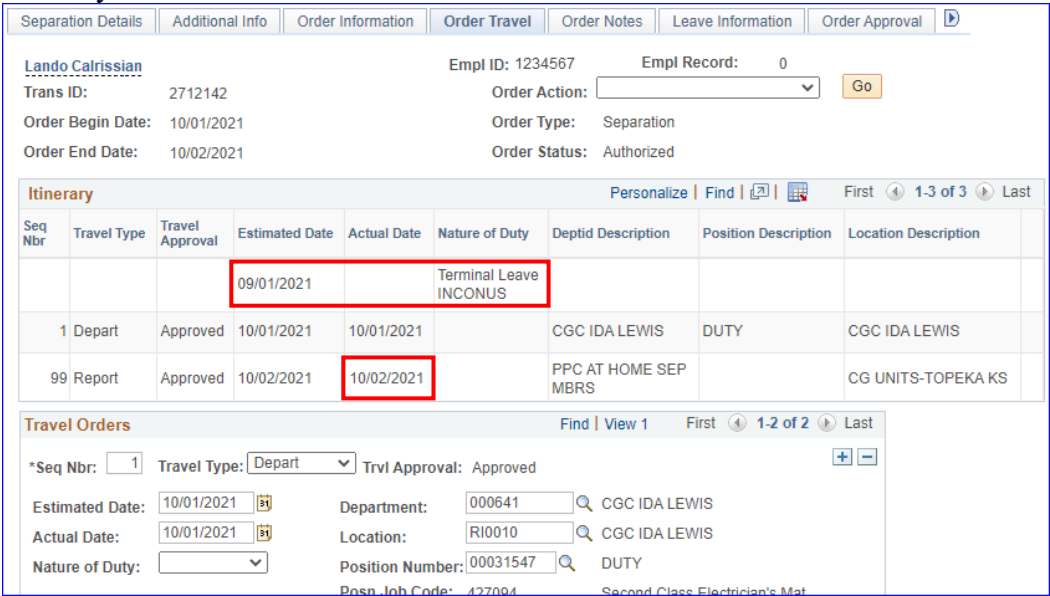
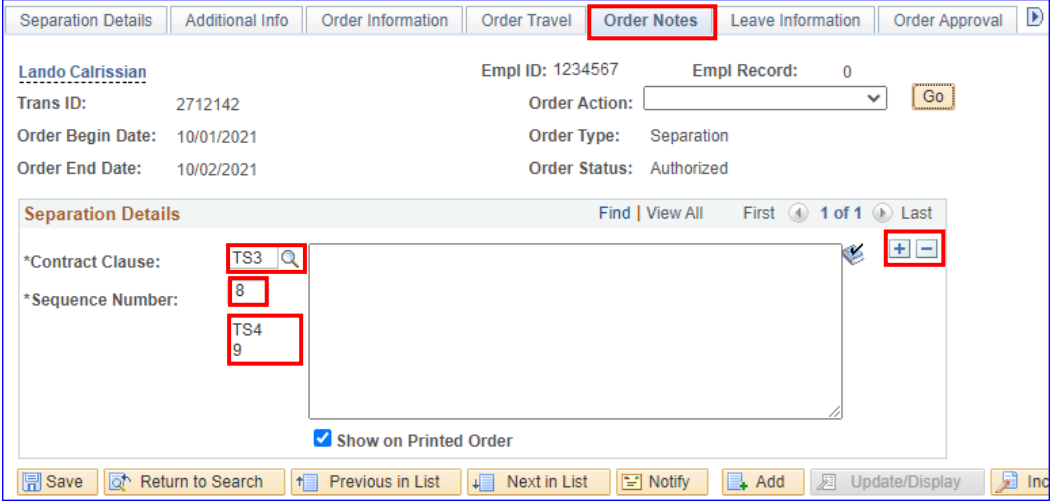
Procedures,  
continued

Step	Action																								
<p><b>9</b></p>	<p>Delay En route:</p> <ul style="list-style-type: none"> <li>Enter any Terminal Leave the member plans to take. The <b>End Date</b> cannot go beyond the Discharge Date. <b>Terminal Leave (INCONUS or OUTCONUS)</b> MUST be the last entry in the Delay En route section.</li> </ul> <p><b>NOTE:</b> SPOs/(PSI)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="316 734 1369 925" 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><b>10</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.</li> </ul> <p>Click <b>Save</b>.</p> <div data-bbox="316 1189 1369 1440" 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> <input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="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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# Discharge with a Temporary Separation Request, Continued

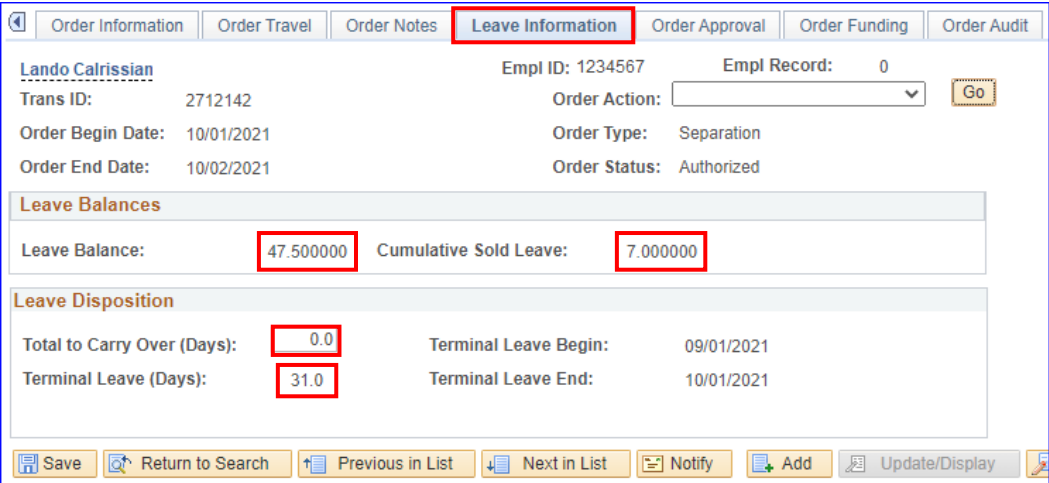
Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the <b>Itinerary</b> section.</p> 
<p><b>12</b></p>	<p>Select the <b>Order Notes</b> tab.</p> <p>Enter the appropriate <b>Contract Clause(s)</b> (Order Notes) using the Lookup icon and edit as necessary. Use the (+) and (-) buttons to add or remove rows as needed. Enter a <b>Sequence Number</b> to identify how they will appear on the Orders.</p> <p><b>NOTE: Add Contract Clause TS3 and TS4 (per EPM).</b></p> 

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# Discharge with a Temporary Separation Request, Continued

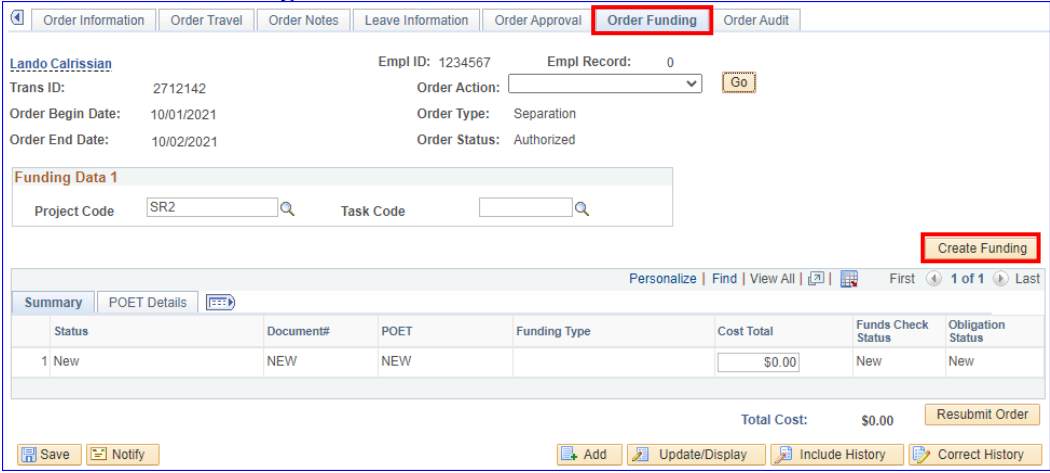
Procedures,  
continued

Step	Action
13	<p>Select the <b>Leave Information</b> tab.</p> <p>Notice that the <b>Terminal Leave (Days)</b> entered on an earlier tab is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member's military career.</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. ** Use this for members:             <ul style="list-style-type: none"> <li>▪ Wishing to carry over leave to another branch of the service (no break in service) or</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 a PPC trouble ticket will need to be submitted to correct the leave balances and create 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>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="316 1709 1361 1957"> <p>Message</p> <p>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><b>OK</b></p> </div>

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# Discharge with a Temporary Separation Request, Continued

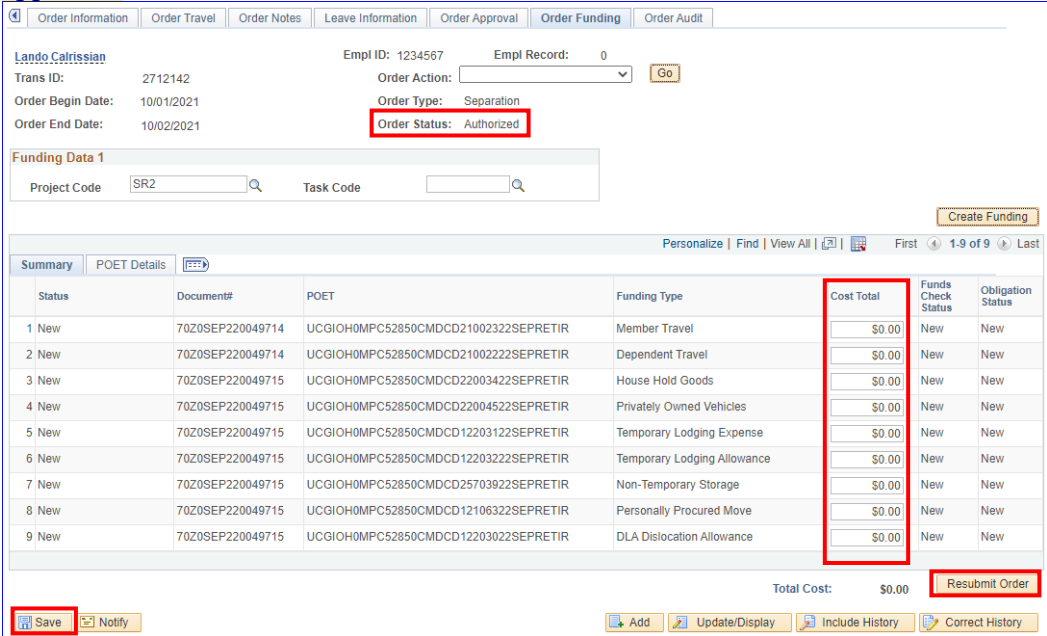
Procedures,  
continued

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

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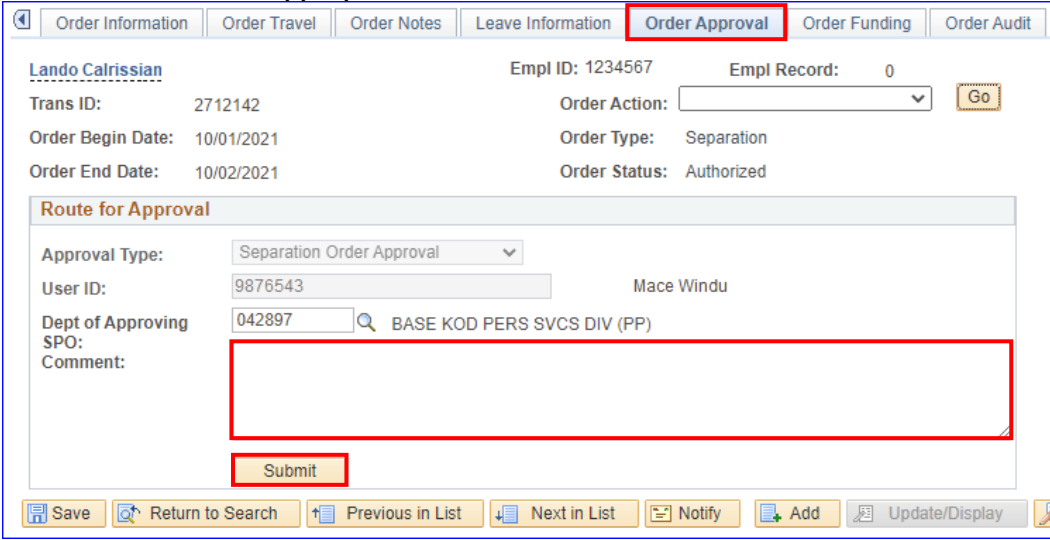
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continued

Step	Action																																																																						
15	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type per member's intentions, as authorized (see Note 1). Click <b>Resubmit Order</b>, 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> at the beginning of this guide and update accordingly. For POV Shipment or Non-Temp Storage, see <a href="#">Estimates: POV / NTS</a>. 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. <b>It may be necessary to exit the Order</b> (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 <b>MUST</b> be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. The 'Order Status' is 'Authorized'. A table lists funding types with a 'Cost Total' column highlighted in red, showing \$0.00 for all items. The 'Resubmit Order' button is also highlighted in red.</p> <table border="1" data-bbox="323 1375 1358 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 <b>Order Approval</b> tab.</p> <p>Enter <b>Comments</b> as appropriate, then click <b>Submit</b>.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> <li>Navigation tabs: Order Information, Order Travel, Order Notes, Leave Information, <b>Order Approval</b> (highlighted), Order Funding, Order Audit.</li> <li>Employee Information: Lando Calrissian, Empl ID: 1234567, Empl Record: 0.</li> <li>Order Details: Trans ID: 2712142, Order Action: [dropdown], Order Begin Date: 10/01/2021, Order End Date: 10/02/2021, Order Type: Separation, Order Status: Authorized.</li> <li>Route for Approval section: <ul style="list-style-type: none"> <li>Approval Type: Separation Order Approval</li> <li>User ID: 9876543 (Mace Windu)</li> <li>Dept of Approving SPO: 042897 (BASE KOD PERS SVCS DIV (PP))</li> <li>Comment: [Redacted text area]</li> <li>Submit: [Submit button]</li> </ul> </li> <li>Footer buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display.</li> </ul>

*Continued on next page*

# Discharge with a Temporary Separation Request, Continued

Procedures,  
continued

Step	Action
17	<p>Once submitted, the Separation Orders are <b>Pending</b> approval.</p> <p><b>NOTE:</b> SPOs/(PSI)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="316 622 1369 1429" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Order Information</span>   <span>Order Travel</span>   <span>Order Notes</span>   <span>Leave Information</span>   <span style="background-color: #e0e0e0;">Order Approval</span>   <span>Order Funding</span>   <span>Order Audit</span> </div> <p>Lando Calrissian <span style="float: right;">Empl ID: 1234567    Empl Record: 0</span></p> <p>Trans ID: 2712142 <span style="float: right;">Order Action: <span style="border: 1px solid black; padding: 2px 5px;">Go</span></span></p> <p>Order Begin Date: 10/01/2021 <span style="float: right;">Order Type: Separation</span></p> <p>Order End Date: 10/02/2021 <span style="float: right;">Order Status: Authorized</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Route for Approval</b></p> <p>Approval Type: Separation Order Approval</p> <p>User ID: 9876543 <span style="float: right;">Mace Windu</span></p> <p>Dept of Approving SPO: 042897 <span style="float: right;">BASE KOD PERS SVCS DIV (PP)</span></p> <p>Comment: <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div></p> </div> <p><b>Approve Separation Order</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Approval Sep Order Header: <span style="border: 2px solid red; padding: 2px;">Pending</span> <span style="float: right;">View/Hide Comments</span></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><span style="font-size: 0.8em;">SPO Supervisor - Initial Apprv</span></p> </div> <p><b>Comments</b></p> <p><b>Mace Windu at 06/21/21 - 2:04 PM</b></p> <p>&lt;No Comments&gt;</p> </div> <div style="margin-top: 5px;"> <span>Save</span>   <span>Return to Search</span>   <span>Previous in List</span>   <span>Next in List</span>   <span>Notify</span>   <span>Add</span>   <span>Update/Display</span> </div> </div>