Introduction	This guide provides the procedures for creating Released from Active Duty (RELAD) Orders to the Inactive Status List (ISL) for Reserve Commissioned Officers who are released from Extended Active Duty (EAD) contracts for reason of twice failing to promote on the Active Duty Promotion List (ADPL).
Information	Separation Authority (SEPAUTH) will be entered and approved by PSC- OPM. Separation Info tab shall include the following information. Separation Effective Date: 06/30/2024 Request Type: MSEP Mandatory Separation Separation Type Code: 268 Reserve Officer <2xPO> - RELAD vice DSCHRG 14 U.S.C. § 3751 Reserve Officer <2xPO> - RELAD vice DSCHRG 14 U.S.C. § 3751 Haracter of Service: 43751 Res. Off. Mand. Removal - Nonselect/Max Service Re-enlistment Code: 0 Character of Service: Honorable Service AD, Officeors & Reserve Mambars on EAD
-	<u>RELAD w/SEP Request - AD Officers & Reserve Members on EAD</u> should be used for reserve officers RELAD from EAD, NOT this guide.
References	 (a) Reserve Policy Manual, COMDTINST M1001.28 (series) (b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
Reserve Status Change	 Complete a Reserve Status Change effective on the RELAD date. Effective Date – Shall match sequence 99 row of RELAD Order. Employee Category – Select "ISL" for Inactive Status List.
	• TRAPAY CAT – Select "I" for Standby.
	Reserve Member Status Reserve Member Classification
	Empl 1234567 Horatio Crunch Empl 0 ID: 066413 CGC FIR 0 Job Effective Date: 01/01/2024 Employee Category: SEL TRAPAY CAT: A Reserve Classification: N Effective Date: 06/12/2024 Imactive Status List Imactive Status List
	TRAPAY CAT: I Q Stndby Save Return to Search

RELAD Reserve Officers, Twice Non-Select for Promotion,

to ISL, Continued

DD-214	 When processing a Separation Order for a Reserve member, always approve the DD-214 before the member's official separation date. Once the Order Status has been set to <i>Ready</i>, the DD-214 should be finalized. If the Separation Order is set to <i>Finished</i> before the DD-214 is finalized, the information transmitted to the Defense Manpower Data Center (DMDC) will be incomplete and missing the SPD Code, Character of Service, and Reenlistment Eligibility Code (enlisted only). When completing the DD-214, ensure all fields are formatted correctly and DO NOT contain any extra characters, punctuations, etc. DD-214s that are not formatted correctly and missing above information will result in the member not receiving their authorized benefits upon RELAD.
SEP Order and Paycut	The Separation Order must be approved by the appropriate SPO Data/Entry Approval Cut Off date to ensure the member receives last pay upon departure from the unit. Military Payroll Processing Schedule is located on PPC (MAS) webpage at <u>Military Accounts Support (MAS) (uscg.mil)</u> .
Step Entry Date Issue	Sometimes the Step Entry Date erroneously changes after a RELAD is approved. Once the RELAD transaction has been approved, verify that the RELAD Job Data row has been built. While there, click the Salary Plan tab and verify that the member's Step Entry Date did not erroneously change (it should match the Step Entry Date on the previous row). If this date changed, submit a trouble ticket to <u>PPC Customer Care</u> (uscg.mil).

RELAD Reserve Officers, Twice Non-Select for Promotion,

to ISL, Continued

Funding Tab/POET Details	 completing a Sepa travel and relocation Separation Order. Required Cost Tot Member Trave Dependent Trave Household Good Privately Owned Non-Temporar 	ration Order. It is on entitlements cal al funding types in l vel od (see Estimates:	recommended to culated prior to st iclude: Household Goods Shipment, see Es imates: POV/NTS	s) timates: POV/NTS) S)
Estimates:	When processing S	Separation Orders.	if the HHG estim	ate is \$0.00 but
Household	HHGs are authoriz	1		
Goods	•		te, do NOT chang	ge it. For paygrades
	E9, W3, and O1 er			
	Paygrade	Est HHGs	Paygrade	Est HHGs
	E2	Cost	W/2	Cost
	E2 E3	\$889.05	W2 W3	\$2,831.40
	E3 E4	\$1,110.16 \$1,245.52		\$5,000.00 \$3,151.47
	E5	\$2,310.14	01	\$5,000.00
	E6	\$3,001.32	O1 O2	\$2,211.75
	E7	\$3,745.58	03	\$2,877.28
	E8	\$4,406.10	04	\$4,065.32
	E9	\$5,000.00	05	\$5,052.07
		. ,	O6	\$5,804.70
Estimates: POV/NTS	If the member is en Vehicle, enter \$1,0 the Funding tab. If enter \$500.00 in the tab.	000.00 as the Priva f the member is en	tely Owned Vehic titled to Non-Ten	cles Cost Total on porary Storage,
Personally Procured Move (PPM)	If the member will the estimated cost Separation Order. is provided to the r	for a PPM must be The estimated cos	e entered on the Fo st is captured on the unsportation Offic	unding tab of the ne DD-2278, which
			Co	minica on next page

RELAD Reserve Officers, Twice Non-Select for Promotion,

to ISL, Continued

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 TO \$0.00. CHANGE TO \$1.00 INSTEAD.
	Changing it to \$0.00 will cancel the Document Number and you will no longer be able to use it.
	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 . Notice that these three funding lines use the SAME document number. If CANCELED and later needed to be increased or added, it will error out.
SGLI/FSGLI/ TSGLI Coverage	SGLI/FSGLI/TSGLI terminates effective the first day of the month following separation for all Separation Orders.
	ISL members are not eligible for coverage.

Procedures See below.

Step	Action
1	Click on the Separations tile.
	Separations

Procedures,

Continued

tep			Action
	Select the F	SMS Separatio	ions Orders option.
	📄 DD214 I	Form	
	FSMS S	eparation Orders	3
	FSMS S	eparation Orders I	s Extract
	FSMS S	eparation Rqst Ex	Extract
	FSMS S	eparation Rqst/Au	Nuth
	📄 Separati	on Orders (View C	Only)
	📄 Separati	on Orders Extract	ct
	📄 Separati	on Request Extrac	act
			PAUTH) will be entered and approved by PSC-OPM.
		aration Order	ID and click Search.
	Find an Exi		<u>A</u> dd a New Value
	✓ Search Crit	teria	
	Empl ID	begins with 🗸	
	Empl Record	= ~	Q
	Trans ID	= ~	
	Order Type	= • S	Separation ~
	National ID	begins with v	
	Last Name	begins with v	
	Last Name First Name	begins with v	
	First Name	begins with v	istory □ Case Sensitive
	First Name	begins with v	istory Case Sensitive earch Save Search Criteria

Procedures,

Continued

					Act	tion				
	On the Separat	ion I	Detail	ls t	ab, expand	the RELA	D section,	and ente	er the	e
following information:										
• RELAD Reason – Using the lookup, enter 62 (Due to Fulfillment of Act										
Service Obligation (Reserve Personnel RELAD)										
• Employee Classification – Using the lookup, enter IRR (Individual Read										
Reserve).										
	• Reserve Clas	sifica	ation	– I	Using the lo	okup, ente	er Q (Mbr y	w/o a Sta	ituto	or
	Obligation)				U	1 '	•			
	Labor Agree	ment	t - Us	sing	g the looku	p, enter O I	FF (Reserv	e Compo	onen	nt
	and War).			4		L/	、·	r		
	• Employee Ca	atego	rv – T	Thi	is will defa	ult to IRR.	Change to) <mark>ISL</mark> (Ir	nacti	i
	Status List) u	_	-				8	(
	• Employee Su	0			-	nactive Star	ndby Reser	rve).		
	Separation Details	Addition			Order Information	Order Travel	Order Notes	Leave Inform	mation	
T C	McCandles Jacob				Empl ID:	1234567	Empl F	Record: 0		
	Trans ID:	29	912890		Emprile.	Order Action:			~	
	Order Begin Date:	06	6/30/2024	1			Sector and the		_	
						Order Type:	Separation			
	Order End Date:	07	7/01/2024			Order Type: Order Status:	Separation Ready			
	Order End Date: Separation Details	07	7/01/2024	ł						
			7/01/2024 ase From		re Duty 🗸 🗸					
	Separation Details		ase From					24		
	Separation Details Termination type code: Effective Date: Separation Program	Relea	ase From	Activ		Order Status: Departure Date:	Ready 06/03/202	24		
	Separation Details Termination type code: Effective Date:	Relea	ase From	Activ		Order Status: Departure Date:	Ready 06/03/202			
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: • Retirement	Relea	ase From	Activ		Order Status: Departure Date:	Ready 06/03/202			
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code:	Relea	ase From	Activ		Order Status: Departure Date:	Ready 06/03/202			
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: Retirement	Relea	ase From	Activ	-selection, permane	Order Status: Departure Date: nt promotion	Ready 06/03/20 <u>Authorizat</u>	ion Created		
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: Retirement Relad	Relea	ase From /2024	Non	-selection, permane	Order Status: Departure Date: nt promotion IENT OF ACTIVE SI I RELAD]	Ready 06/03/20 <u>Authorizat</u>	ion Created		
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: • Retirement • Relad RELAD Reason:	Relea 06/30/ LGB	ase From /2024	Activ Non	DUE TO FULFILLN	Order Status: Departure Date: nt promotion IENT OF ACTIVE SI I RELAD] eserve	Ready 06/03/20 <u>Authorizat</u>	ion Created		
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: • Retirement • Relad RELAD Reason: Employee Classifica	Relea 06/30, LGB	ase From /2024	Non Q Q	DUE TO FULFILLN Reserve Personne Individual Ready R	Order Status: Departure Date: nt promotion IENT OF ACTIVE SI I RELAD] eserve v Obligation	Ready 06/03/20 <u>Authorizat</u>	ion Created		
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: Petirement Relad RELAD Reason: Employee Classifica Service Component: Labor Agreement:	Relea 06/30/ LGB	ase From /2024	Activ Non	DUE TO FULFILLN [Reserve Personne Individual Ready R Mbr w/o a Statutory Reserve Compone	Order Status: Departure Date: Int promotion IRELAD] esserve v Obligation nt Off and Warr	Ready 06/03/20 <u>Authorizat</u>	ion Created		
	Separation Details Termination type code: Effective Date: Separation Program Designator: Re-enlistment Code: • Retirement • Relad RELAD Reason: Employee Classifica Service Component:	Relea 06/30, LGB : : :	ase From /2024	Non Q Q	DUE TO FULFILLN [Reserve Personne Individual Ready R Mbr w/o a Statutory	Order Status: Departure Date: nt promotion IENT OF ACTIVE SI I RELAD] eserve r Obligation nt Off and Warr	Ready 06/03/20 <u>Authorizat</u>	ion Created		

Continued on next page

Procedures,

Continued

Step	Action
5	Click Save.
	▶ Discharge
	▶ Death
	Save Notify Add Update/Display Include History Correct History
6	Expand the Discharge section and select Non-Selection for the Termination
U	Reason.
	Separation Details Additional Info Order Information Order Travel Order Notes Leave Information >
	McCandles, Jacob Empl ID: 1234567 Empl Record: 0
	Trans ID: 2912890 Order Action:
	Order Begin Date: 06/30/2024 Order Type: Separation
	Order End Date: 07/01/2024 Order Status: Ready
	Separation Details
	Termination type code: Release From Active Duty V
	Effective Date: 06/30/2024 Departure Date: 06/03/2024
	Separation Program LGB Non-selection, permanent promotion Authorization Created
	Designator: Re-enlistment Code:
	▶ Retirement
	Relad
	▼ Discharge
	Officer
	Officer Terminination
	Code:
	Termination Reason: Non-Selection
7	Click Save.
	▶ Discharge
	▶ Death
	Save Notify Add Update/Display Include History Correct History
0	
8	Select the Additional Info tab. All information populated here will have been
	entered by PSC and cannot be edited.
	Separation Details Additional Info Order Information Order Travel Order Notes Leave Information >
	McCandles, Jacob Empl ID: 1234567 Empl Record: 0
	Trans ID: 2912890 Order Action:
	Order Begin Date: 06/30/2024 Order Type: Separation

Continued on next page

Procedures,

Continued	
Step	Action
9	Select the Order Information tab. Enter the Authorizing Official for the
	RELAD Orders.
	Separation Details Additional Info Order Information Order Travel Order Notes Leave Information >
	McCandles, Jacob Empl ID: 1234567 Empl Record: 0
	Trans ID: 2912890 Order Action:
	Order Begin Date: 06/30/2024 Order Type: Separation
	Order End Date: 07/01/2024 Order Status: Ready
	Orders Basic Information Action: TER
	Reason Code: RLS
	Transfer Authority: Coast Guard Personnel Command
	Authorizing Official: YN1 Bilbo Baggins, USCG
10	Select the Order Travel tab.
10	Separation Details Additional Info Order Information Order Travel Order Notes Leave Information >
	McCandles, Jacob Empl ID: 1234567 Empl Record: 0
	Trans ID: 2912890 Order Action:
	Order Begin Date: 06/30/2024 Order Type: Separation
11	Expand the Travel Orders section by clicking View All.
	Travel Orders Q I I I I I I I I I I I I I I I I I I
	*Seq Nbr: 1 Travel Type: Depart V Trvl Approval: Approved
	Estimated Date: 06/30/2024 Department: 038325 Q PACAREA (PAC-3MF)

Procedures,

Continued

		Act	ion		
1	Seq Nbr 1 (Depart row):				
	• There is no need to edit th	nese fields.			
	• Per Diem/Travel Details	/Additional	Author	ized	l Expenses – These fiel
	may be expanded by click	king the arrow	v to add	spe	cific travel entitlements
	appropriate.				
	Seq Nbr 99 (Report row):				
	• Actual Date – Enter the A	Actual Date (same as	the	Estimated Date).
	• Department – Enter 0381	134 (PSC RP	M-3 ISI		
	• Location – Will auto pop	ulate (if not,	enter D	C00	19).
	• Position Number – Enter	r 00108376 .			
	NOTE: The Other Location			· ·	,
	Additional Authorized Ex	penses section	ons are r	iot i	used with RELADs.
	Travel Orders		QI].	
	*Seg Nhr: 1 Travel Type: Depart				+
	indication indication in the second s	Y Trvl Approval:		-)
	Estimated Date: 06/30/2024	Department:	038325	۹	PACAREA (PAC-3MF)
	Actual Date: 06/30/2024	Location:	CA0041	Q	CG PACAREA
	Nature of Duty:	Position Number:	00039234	Q	WPB/FRC PRGM MGR-DUTY
		Posn Job Code:	000097		Lieutenant Junior Grade
	Other Location:				
	Per Diem				
	Travel Details				
	Additional Authorized Expenses				
	*Seq Nbr: 99 Travel Type: Report	Y Trvl Approval:	Approved		+
	Estimated Date: 07/01/2024	Department:	038134	Q	PSC RPM-3 ISL
	Actual Date: 07/01/2024	Location:	DC0019	Q	DOUGLAS MUNRO BUILDING
	Nature of Duty:	Position Number:	00108376	Q	RESERVE UNBUDGETED POSITION
	Nature of Duty.		00108576	~	RESERVE UNBUDGETED POSITION
		Posn Job Code:	415096		
	Other Location.		~		
	Other Location: Per Diem	\leq		>	

Procedures,

Continued

Step	Action
13	Delay En route:
	• Enter any Terminal Leave the member plans to take. The End Date
	CANNOT extend beyond the RELAD date. Terminal Leave
	INCONUS/OUTCONUS MUST be the last entry for the Delay En route section.
	Dependents Authorized for Travel:
	• Check the Auth for Travel box for any dependents that are authorized to
	travel (if any). If dependents do not auto-populate, use the Dep/Benef
	lookup to locate and add any authorized dependents. (NOTE: If the member
	has authorized dependents but they do not appear in the list, the member's
	Dependent Information will need to be updated before the RELAD Orders
	can be finished.)
	▼ Delay En route
	Begin Date End Date Delay En route Days
	1 06/03/2024
	Dependents Authorized for Travel
	Auth for Travel Dep/Benef Name Relation Marital Status Marital Status Date of Birth
	1 03 Q McCandles, Martha A Spouse Single 04/24/2023 N 08/21/1992 + -
14	Click Save.
	Save Return to Search Notify Add Update/Display Include History Correct History

Procedures,

tep					Actio	n						
15	Once saved, the Itinerary will update with any Delay En route entered.											
	Separation Details	s Additio	onal Info Order	r Information	Order Travel	Order Notes	>					
	McCandles Jacob				Empl ID: 12	34567	Empl R	ecord:	0			
	Trans ID: 2912890 Order Action:											
	Order Begin Date: 06/30/2024 Order Type: Separation Order End Date: 07/01/2024 Order Status: Ready											
	tinerary											
	R Q	Travel						-	14 A			
	Seq Nbr Travel Type	Approval	Estimated Date	Actual Date	Nature of Duty Terminal Leave	Deptid Descrip	ption	Position Desc	ription	Location Description		
			06/03/2024		INCONUS							
	1 Depart		06/30/2024	06/30/2024		PSC RPM-3 IS	εL			DOUGLAS MUNRO BUILDING		
	99 Report	Approved	07/01/2024	07/01/2024								
	Travel Orders			,		1-2 of 2 V		View 1				
			Deant is -						1			
	*Seq Nbr: 1	Travel Type:		/I Approval: A				_	J			
	Actual Date:	06/03/2024	Departm			SC RPM-3 ISL		ING				
	Nature of Duty:	06/03/2024				R-TIER 1	DOILD	ing.				
	Nature of Duty.					eaman						
	Other Location:											
16	► Additional Au			1								
16	Select the • Contrac	Order t Clau	r Notes ta 1se – Usir	ng the l	-			-				
16	Select the • Contrac • Sequence	Order ct Clau ce Nur	r Notes ta 1se – Usir nber – In	ng the le	-			-		er notes. notes are to		
16	Select the • Contract • Sequence appear o	Orden et Clau ce Nur on the l	r Notes ta 1 se – Usin nber – In RELAD (ng the la dicate t Drders.	he seque	nce in w	hicl	h the or	der 1	notes are to		
16	Select the • Contract • Sequence appear of • Show on	Orden et Clau ce Nur on the l n Prin	r Notes ta 1se – Usir nber – In RELAD (ted Orde	ng the le dicate t Drders. er – Ens	the sequent	nce in w oox is ch	hicl eck	h the or ed for e	der i each	notes are to order note.		
6	Select the • Contract • Sequence appear o • Show on Use the Pl	Orden et Clau ce Nur on the l n Prin lus or l	r Notes ta 1se – Usir nber – In RELAD (ted Orde Minus bu	ng the le Idicate to Orders. Pr – Ens Ittons to	the sequent the sequent the this bound of re-	nce in w oox is ch emove r	hicl eck	n the or ed for e as app	der i each ropr	notes are to order note. iate.		
.6	Select the • Contract • Sequence appear o • Show on Use the Pl Separation Det	Order ct Clau ce Nur on the I n Prin lus or I tails A	r Notes ta 1se – Usir nber – In RELAD (ted Orde	ng the le dicate t Drders. er – Ens	the sequent the se	nce in w oox is ch emove r ^{rder Travel}	vhicl eck ows	n the or ed for e as app	each ropr	order note. iate.		
6	Select the • Contract • Sequence appear o • Show or Use the Pl Separation Det McCandles Jaco	Order ct Clau ce Nur on the I n Prin lus or I tails A	r Notes ta 1se – Usir nber – In RELAD (ted Orde Minus bu	ng the le Idicate to Orders. Pr – Ens Ittons to	the sequent the sequent the this bound of re-	oox is ch emove r rder Travel	vhicl eck ows ord	n the or ed for e as app	der i each ropr	order note. iate.		
6	Select the • Contract • Sequence appear o • Show or Use the Pl Separation Det McCandles Jaco Trans ID:	Order ct Clau ce Nur on the I n Prin lus or I tails A	r Notes ta 1se – Usir nber – In RELAD (ted Orde Minus bu additional Info 890	ng the le Idicate to Orders. Pr – Ens Ittons to	the sequent the se	oox is ch emove r rder Travel I ID: 12345 Order Actio	rhicl eck OWS Ord 67	ed for e as app er Notes Empli	each ropr	order note. iate.		
6	Select the • Contract • Sequence appear o • Show or Use the Pl Separation Det McCandles Jaco	Order ct Clau ce Nur on the l n Prin lus or l tails A tails A	r Notes ta 1se – Usin nber – In RELAD (ted Orde Minus bu Idditional Info 1990	ng the le Idicate to Orders. Pr – Ens Ittons to	the sequent the se	oox is ch emove r rder Travel	ows ord ord or:	n the or ed for e as app	each ropr	order note. iate.		
6	Select the • Contract • Sequence appear o • Show or Use the PI Separation Det McCandles Jaco Trans ID: Order Begin Date	Order ct Clau ce Nur on the I n Prin lus or I tails A tails A tb 2912 e: 06/30 07/01	r Notes ta 1se – Usin nber – In RELAD (ted Orde Minus bu Idditional Info 1990	ng the le Idicate to Orders. Pr – Ens Ittons to	the sequent the se	nce in w box is ch emove r rder Travel I ID: 12345 Order Actio Order Type	ord 67 67 67	ed for e as app er Notes Empl f	each ropr	order note. iate.		
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Procedures,

Continued

Step	Action										
17	Select the Leave Information tab.										
	 Leave Balance – The balance as of current pay/absence calendar. Any remaining leave balance (subject to career maximum) will be sold and included in the member's final pay. Cumulative Sold Leave – Number of leave days sold in the member's military career. Total to Carry Over (Days) – Defaults to 0. DO NOT Change. Terminal Leave (Days) – Reflects the terminal leave days specified on the Order Travel tab. 										
	Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit										
	McCandles, Jacob Empl ID: 1234567 Empl Record: 0										
	Trans ID: 2912890 Order Action: Order Begin Date: 06/30/2024 Order Type: Separation										
	Order End Date: 07/01/2024 Order Status: Ready										
	Leave Balances										
	Leave Balance: 31.500000 Cumulative Sold Leave: 0.000000										
	Leave Disposition										
	Total to Carry Over (Days): 0.0 Terminal Leave Begin: 06/03/2024										
	Terminal Leave (Days): 28.0 Terminal Leave End: 06/30/2024										
	NOTE: This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.										
	Warning Leave Carryover should only be recorded in the case of: (30013,83)										
	(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.										
18	Click the Continuation arrow (>) to access additional tabs.										
10	Separation Details Additional Info Order Information Order Travel Order Notes Leave Information >										

Procedures, Continued

)	Action Select the Order Funding tab. Click Create Funding.									
	Corder Travel	Order Notes		ve Information	Order Approval	Order Funding	Order Audit			
	McCandles, Jacob Trans ID: Order Begin Date:	2912890 06/30/2024		Empl ID: 12 Order A Order Ty		tecord: 0	Go			
	Order End Date: Funding Data 1	07/01/2024	Q	Order S		Q				
		T.D. 1.12			14	4 1-1 of 1 🗸	Create Funding			
		T Details II» Document#	POET	Funding Type	Cost Total	 I-1 of 1 ✓ Funds Check Status 				
	Summary POE		POET NEW	Funding Type		Funds Check	▶ ▶ View A			

Continued on next page

Procedures,

Continued

Step			Action								
20	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 <i>Awaiting</i> \$. Once FSMS receives data, the Order Status will revert to <i>Authorized</i> (see NOTE 2).										
	authorize beginning	d HHGs, se g of this gui	the the Estimates: Househ and update according for obtaining the estimates	old Goods secti ly. See the Pers	on at ti sonally	he					
	NOTE 2: This process will depend on the availability of FSMS. Upon clicking Resubmit Order , the Order Status will update to <i>Awaiting</i> \$ and then back to <i>Authorized</i> . It may be necessary to exit the Order (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. The Separation Order MUST be completed and routed to the SPO Auditor for approval. Corder Travel 										