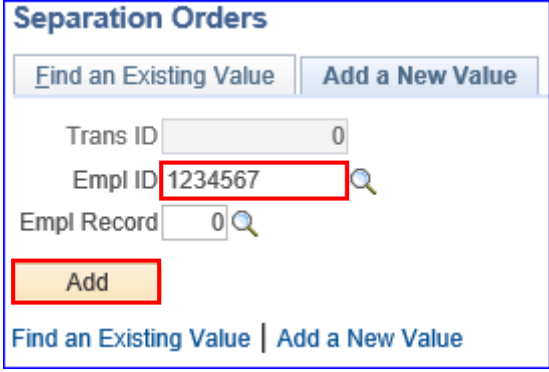
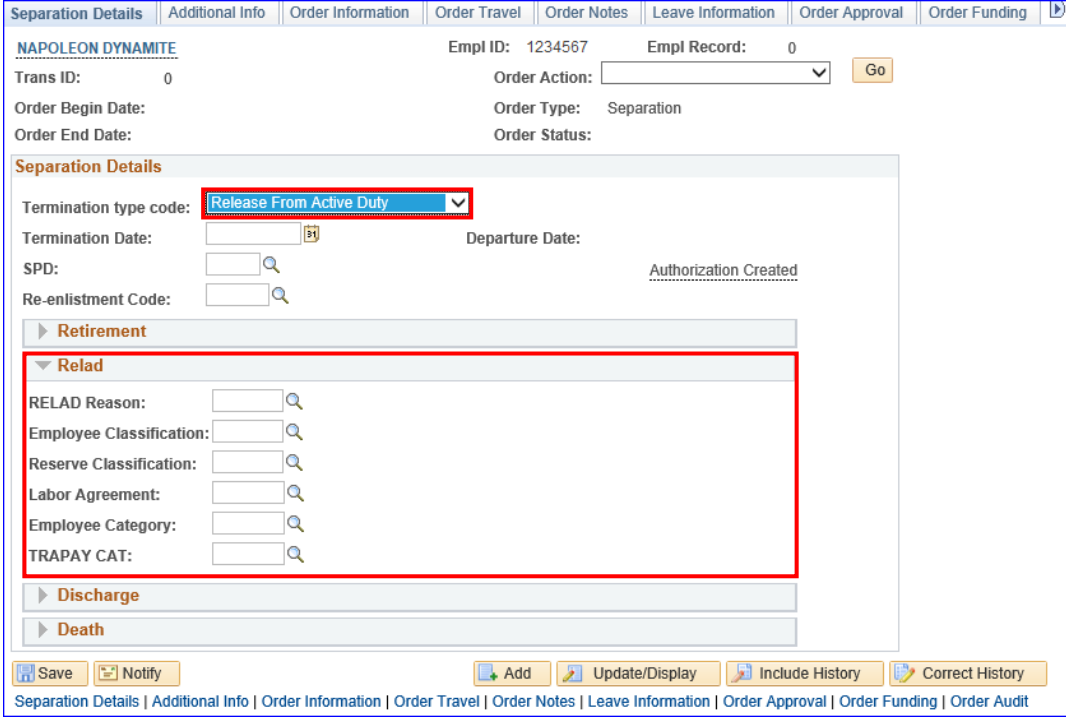


RELAD – AD to SELRES or IRR, Continued

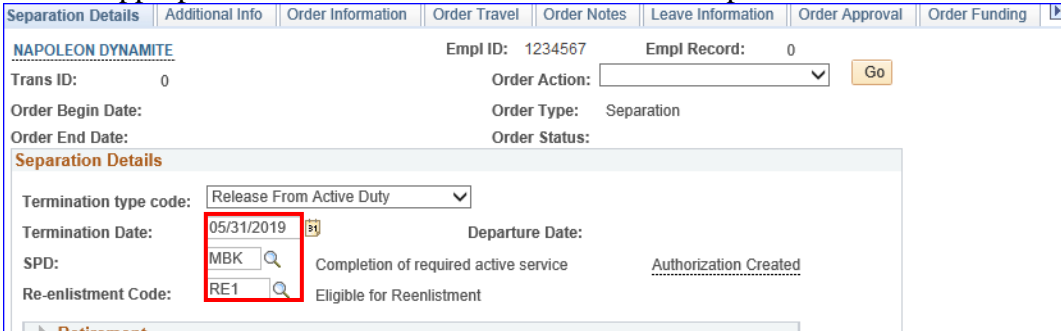
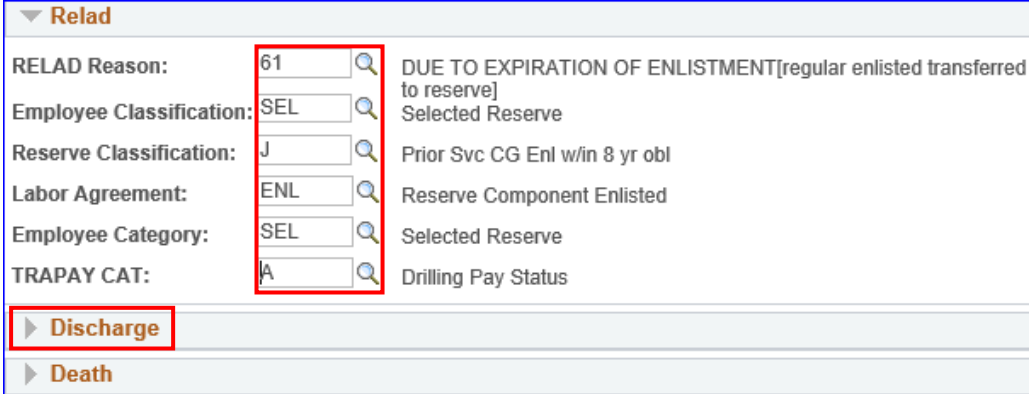
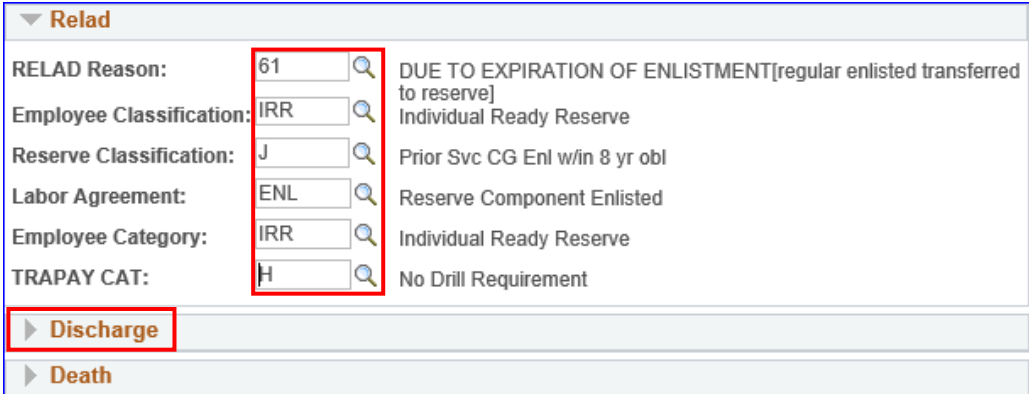
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> 
4	<p>On the Separation Details tab, select Release From Active Duty from the Termination type code drop-down. Once you select Release From Active Duty, the screen automatically opens the Relad section of the orders.</p> 

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RELAD – AD to SELRES or IRR, Continued

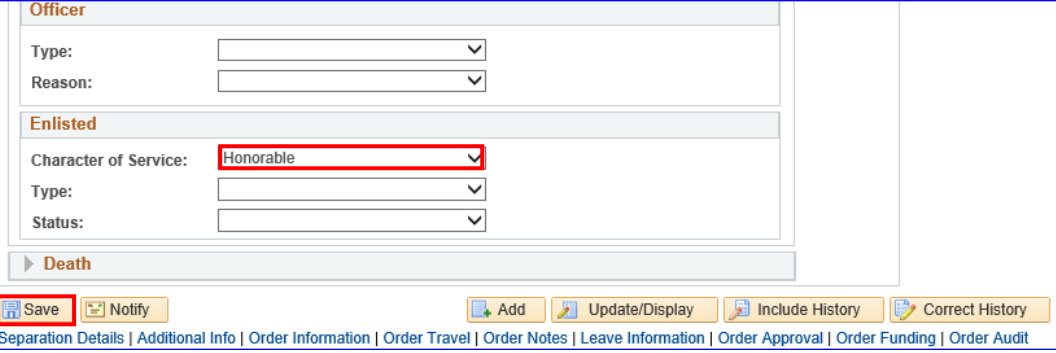
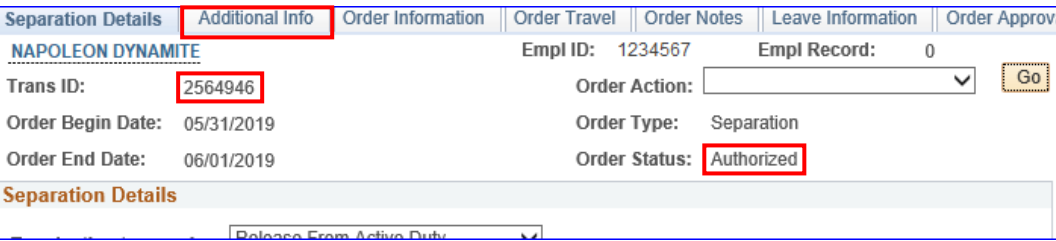
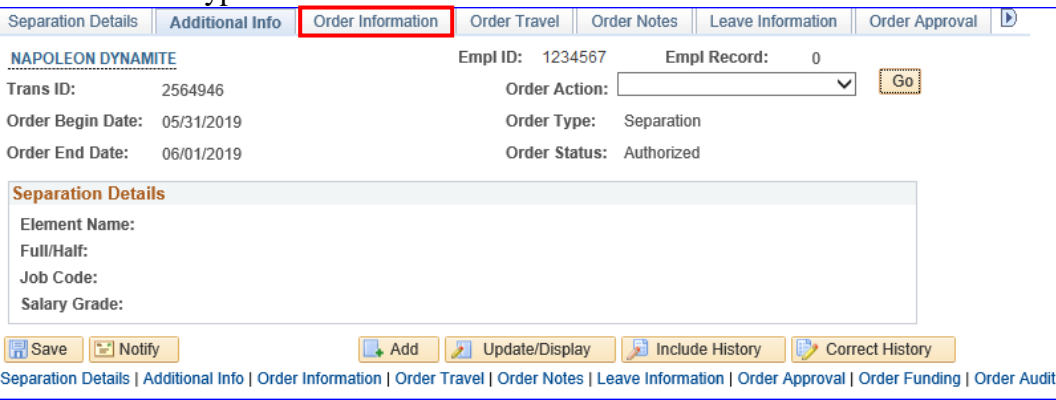
Procedures,
continued

Step	Action
5	<p>In the Separation Details section, enter the Termination Date as the member's last day of AD. Select the appropriate Separation Program Designator (SPD) and the appropriate Re-enlistment Code from the lookup icon.</p>  <p>The screenshot shows the 'Separation Details' section of a system interface. At the top, there are tabs for 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval', and 'Order Funding'. Below the tabs, the member's name 'NAPOLEON DYNAMITE' is displayed along with 'Empl ID: 1234567' and 'Empl Record: 0'. There are fields for 'Trans ID: 0', 'Order Action' (a dropdown menu), and a 'Go' button. Below this, 'Order Begin Date', 'Order End Date', 'Order Type: Separation', and 'Order Status' are shown. The 'Separation Details' section is expanded, showing 'Termination type code: Release From Active Duty', 'Termination Date: 05/31/2019', 'Departure Date', 'SPD: MBK' (with a lookup icon), 'Completion of required active service', 'Authorization Created', and 'Re-enlistment Code: RE1' (with a lookup icon) and 'Eligible for Reenlistment'. A red box highlights the '05/31/2019' date and the 'RE1' code. At the bottom, a 'Discharge' button is highlighted with a red box.</p>
6	<p>Now fill out the Relad section based on the member's intentions. Make sure the Employee Classification is changed to a Reserve option (SEL/IRR). Then click the arrow to open the Discharge section.</p> <p>SELRES:</p>  <p>The screenshot shows the 'Relad' section for 'SELRES'. It lists several fields with lookup icons: 'RELAD Reason: 61' (DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]), 'Employee Classification: SEL' (Selected Reserve), 'Reserve Classification: J' (Prior Svc CG Enl w/in 8 yr obl), 'Labor Agreement: ENL' (Reserve Component Enlisted), 'Employee Category: SEL' (Selected Reserve), and 'TRAPAY CAT: A' (Drilling Pay Status). A red box highlights the '61', 'SEL', 'J', 'ENL', 'SEL', and 'A' values. Below the fields, a 'Discharge' button is highlighted with a red box, and a 'Death' button is visible below it.</p> <p>IRR:</p>  <p>The screenshot shows the 'Relad' section for 'IRR'. It lists several fields with lookup icons: 'RELAD Reason: 61' (DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]), 'Employee Classification: IRR' (Individual Ready Reserve), 'Reserve Classification: J' (Prior Svc CG Enl w/in 8 yr obl), 'Labor Agreement: ENL' (Reserve Component Enlisted), 'Employee Category: IRR' (Individual Ready Reserve), and 'TRAPAY CAT: H' (No Drill Requirement). A red box highlights the '61', 'IRR', 'J', 'ENL', 'IRR', and 'H' values. Below the fields, a 'Discharge' button is highlighted with a red box, and a 'Death' button is visible below it.</p>

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RELAD – AD to SELRES or IRR, Continued

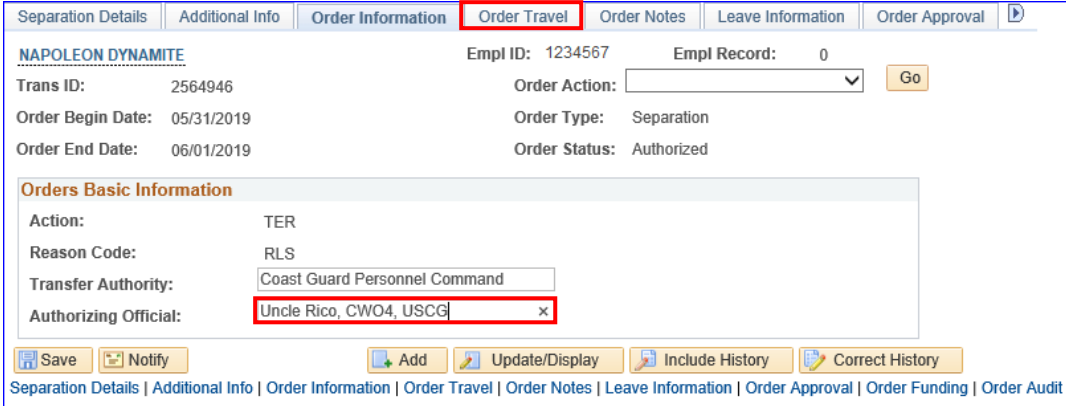
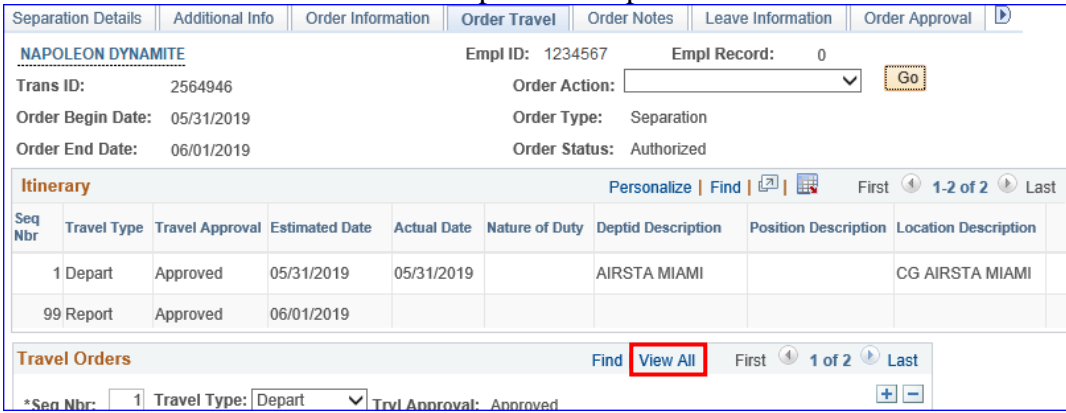
Procedures,
continued

Step	Action
7	<p>The Character of Service must be entered here so it will populate the member's DD214. ONLY enter the Character of Service, then click Save.</p> 
8	<p>Saving will generate a Trans ID and will change the Order Status to Authorized. Select the Additional Info tab.</p> 
9	<p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for these types of RELADs. Select the Order Information tab.</p> 

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RELAD – AD to SELRES or IRR, Continued

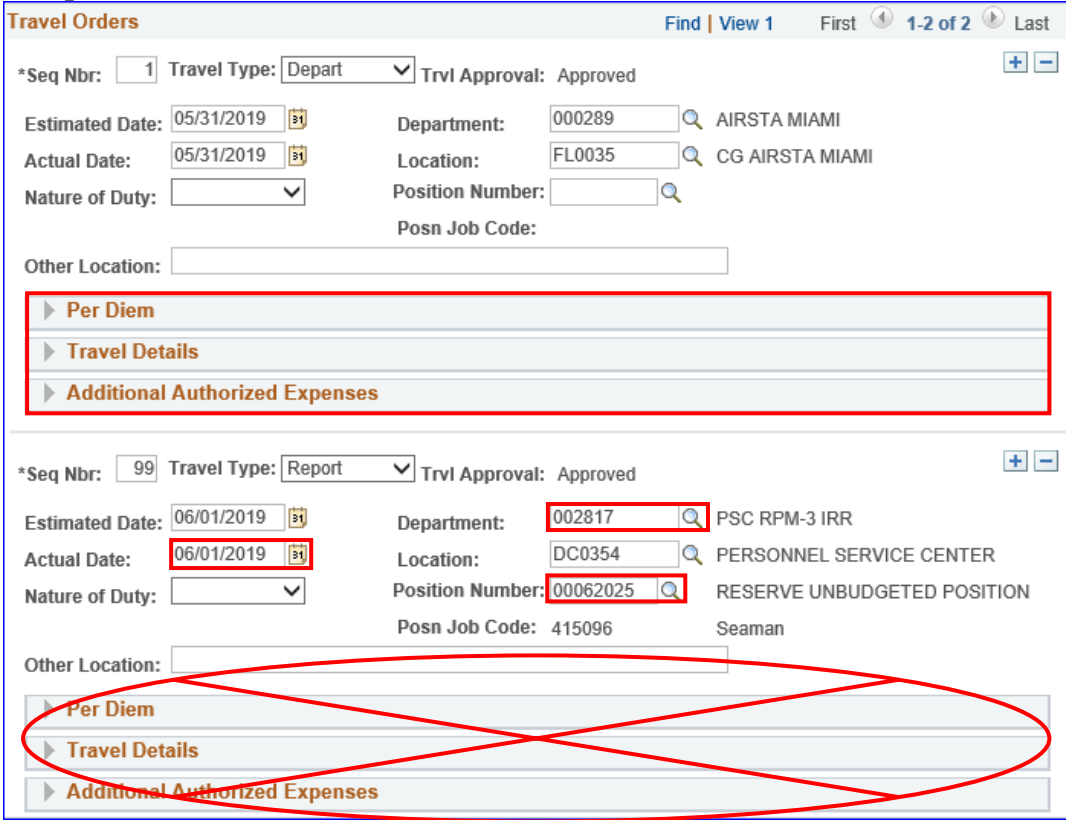
Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the Authorizing Official and then select the Order Travel tab.</p> 
<p>11</p>	<p>Click on View All to see both the Depart and Report rows.</p> 

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RELAD – AD to SELRES or IRR, Continued

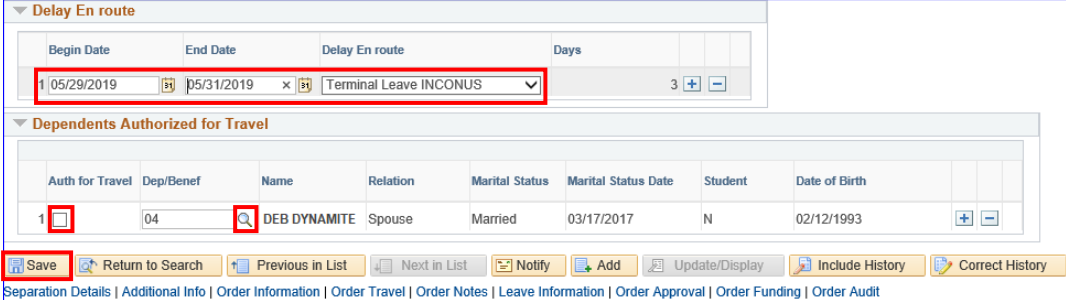
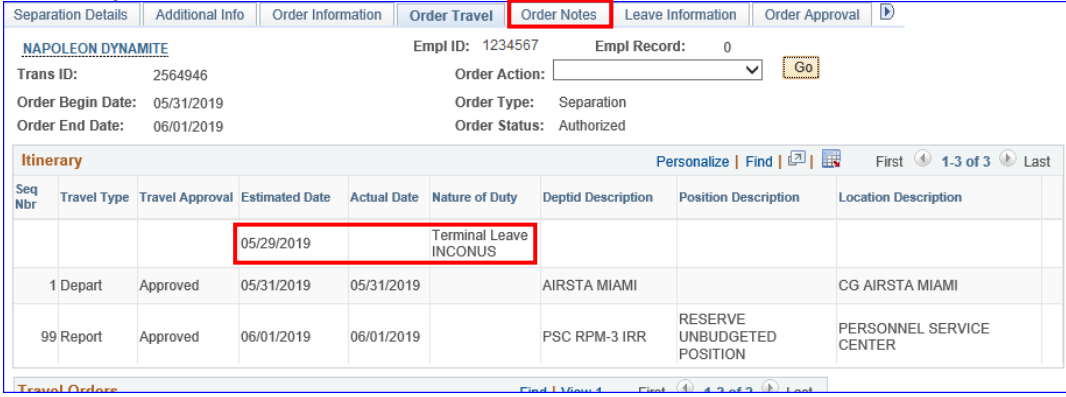
Procedures,
continued

Step	Action
12	<p>Depart row:</p> <ul style="list-style-type: none"> • There is no need to edit these fields. • Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member. <p>Report row:</p> <ul style="list-style-type: none"> • Enter the Actual Date (same as estimated). • For RELADs to the SELRES, enter a valid Department/Position Number combination obtained from RPM/CGRC. • For RELADs to the IRR, enter Dept ID #002817 and Posn #00062025. • The Other Location, Per Diem, Travel Details and Additional Authorized Expenses sections won't be used for RELADs.  <p>The screenshot shows the 'Travel Orders' interface. The top row is for a 'Depart' travel type with a date of 05/31/2019. The bottom row is for a 'Report' travel type with a date of 06/01/2019. Red boxes highlight the 'Actual Date' field in the report row, and red circles highlight the 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses' sections in the report row, indicating they are not to be used for RELADs.</p>

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RELAD – AD to SELRES or IRR, Continued

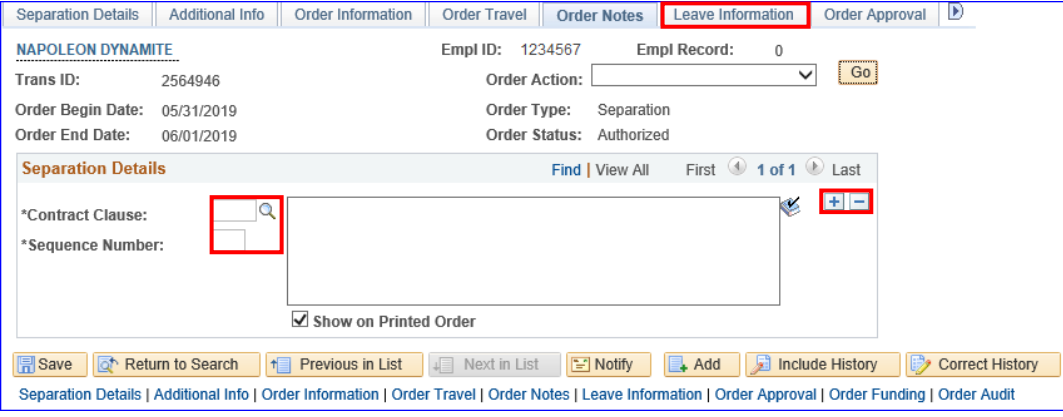
Procedures,
continued

Step	Action
<p>13</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 RELAD date. Terminal Leave INCONUS/OUTCONUS MUST be the last entry for the Delay En Route section. <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> Check the Auth for Travel box for any dependents that are authorized for travel (if any). If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. <p>Click Save.</p>  <p>NOTE: SPOs 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>
<p>14</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now select the Order Notes tab.</p> 

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RELAD – AD to SELRES or IRR, Continued

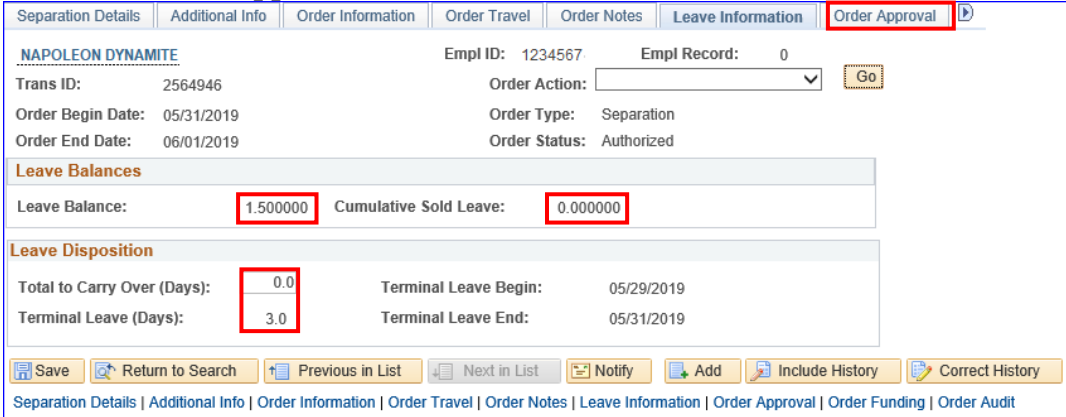
Procedures,
continued

Step	Action
15	<p>Enter the appropriate Contract Clause(s) (order note(s)) from the lookup icon and edit as necessary. Use the Plus and Minus buttons as necessary. Enter a Sequence Number(s) to identify how they will appear on the orders.</p> <p>Select the Leave Information tab.</p>  <p>NOTE: For members being RELAD to the IRR, add Contract Clause R35.</p>

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RELAD – AD to SELRES or IRR, Continued

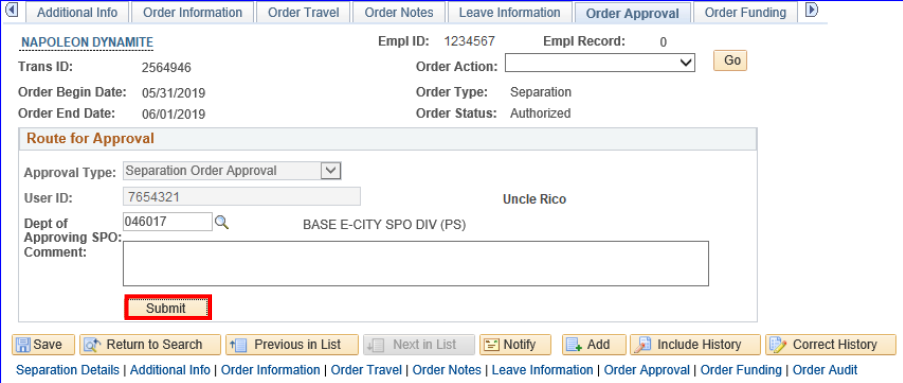
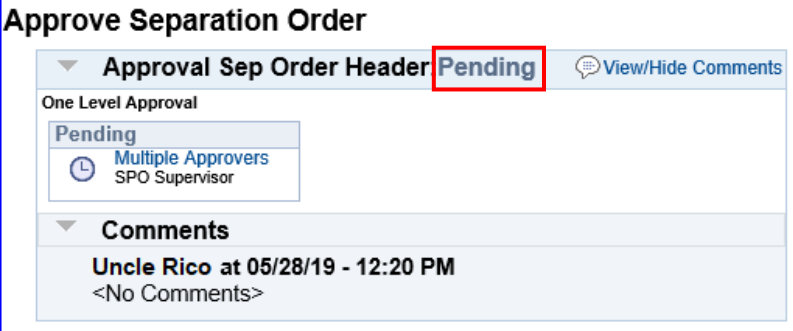
Procedures,
continued

Step	Action
16	<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 wishing to carry over leave to another branch of the service, if the member is immediately being rehired (with no break), or Reservists wishing to carry forward leave for future AD Orders. • Terminal Leave (Days) – Sum of terminal leave days specified on the Order travel tab. <p>Select the Order Approval tab.</p> 

Continued on next page

RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
<p>17</p>	<p>Now click Submit.</p> 
<p>18</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> 
<p>19</p>	<p>IMPORTANT: Once submitted, go to the DD214 form in the Separations pagelet. Enter the member's Empl ID and click Search. Verify that block 2 (Dept, Comp & Branch) reads HOMELAND SECURITY: USCG AD and save it. The DD214 can be completed and finalized later.</p> 