

## RELAD – AD to SELRES or IRR

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**Introduction** This guide provides the procedures for creating Release from Active Duty (RELAD) orders for an Active Duty (AD) member being released into the Selected Reserves (SELRES) or Individual Ready Reserve (IRR).

**All Long-Term Reserve Orders to include all Long-Term and Short-Term Title 10 orders require a RELAD to complete the Reserve orders.** All Long-Term Reserve Orders should be RELAD to the IRR except for Involuntary Title 10 orders and members attached to a PSU (unless they applied and received an assignment from RPM-2 IAW the current assignment year (AY) kickoff message). See Chapter 5.D of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#) for additional information.

**NOTE:** Reserve AD orders need either the order to be finished through Seq 98 and Seg 99 rows in the Reserve Order component **OR** a RELAD completed through the Separation component, not both. (Rule: Short-Term orders (not including Short-Term Title 10 orders, auto-close through the Orders Integration process.)

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**Known Issue: Approval of DD-214s for Reservists** **IMPORTANT** – 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 Ready, the DD-214 should be Finalized.**

If the Separation Order is set to Finished before the DD-214 is Finalized, the information transmitted to the Defense Manpower Data Center (DMDC) will be incomplete. DMDC reports that the SPD Code, Character of Service, and Reenlistment Eligibility Code are not received if the DD-214 is Finalized **AFTER** the Separation Order's status is set to Finished.

**This missing data adversely impacts the member's access to benefits and entitlements.**

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**SEP Order and Paycut** 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 \(MAS\) \(uscg.mil\)](#).

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**RELAD – AD to SELRES or IRR, Continued**

**Known Issue: Step Entry Date** Sometimes the Step Entry Date erroneously changes after a RELAD is approved. Once the RELAD transaction has been approved, verify the RELAD Job Data row has been built. While in Job Data, click the Salary Plan tab and verify that the member’s Step Entry Date did not erroneously change. If this date changed, submit a trouble ticket through [PPC Customer Care](#) for correction.

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

- Member Travel
- Dependent Travel
- Household 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 [Personally Procured Move \(PPM\)](#))

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

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

**Estimates: POV / NTS** If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000 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.

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## RELAD – AD to SELRES or IRR, Continued

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**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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**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.**

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**SGLI/FSGLI/TSGLI Coverage**

SGLI/FSGLI/TSGLI terminates effective the first day of the month following separation for all separation orders. For Reserve members being RELAD to the SELRES, their coverage will continue. For Reserve members being RELAD to the IRR, their coverage will be terminated. IRR members are not eligible for coverage. Members who have approved orders to Drill for Points Only (DFPO) from RPM will need to fill out an [SGLV-8286](#) form and submit it along with premium payments to PPC.

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**RELAD vs. REHIRE**

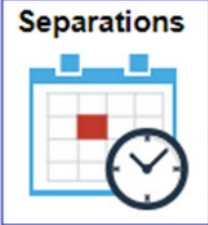
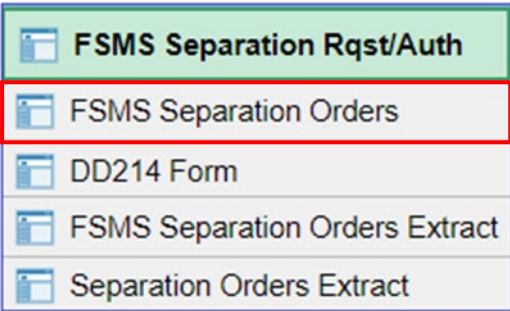
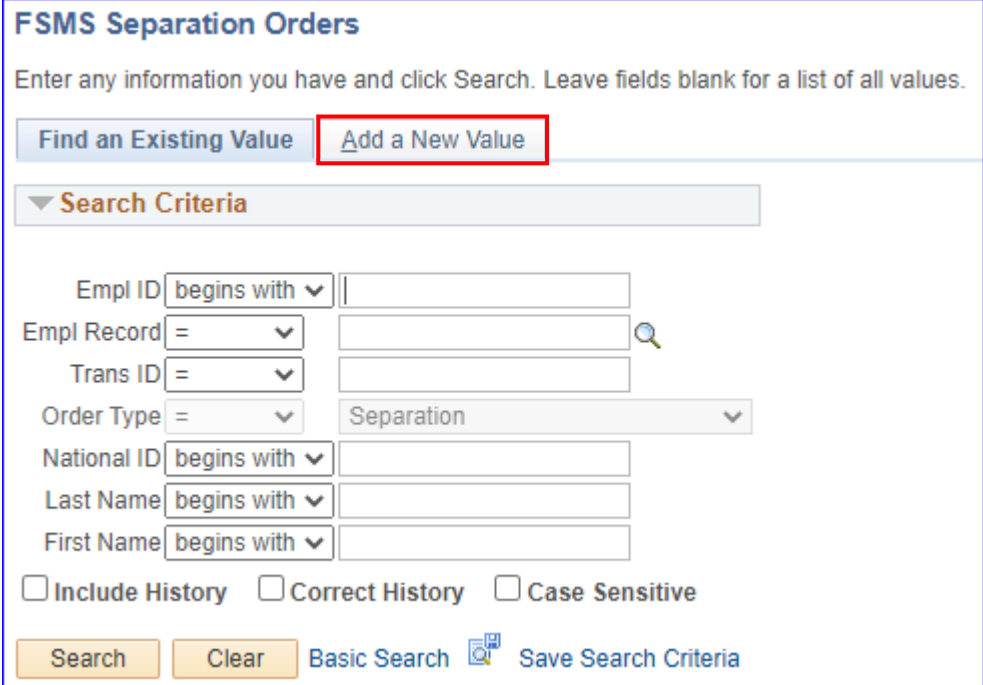
**A RELAD is a change of component, NOT a Termination.** Do NOT attempt to complete a Rehire for a member unless the member has a Termination job row in Job Data.

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# RELAD – AD to SELRES or IRR, Continued


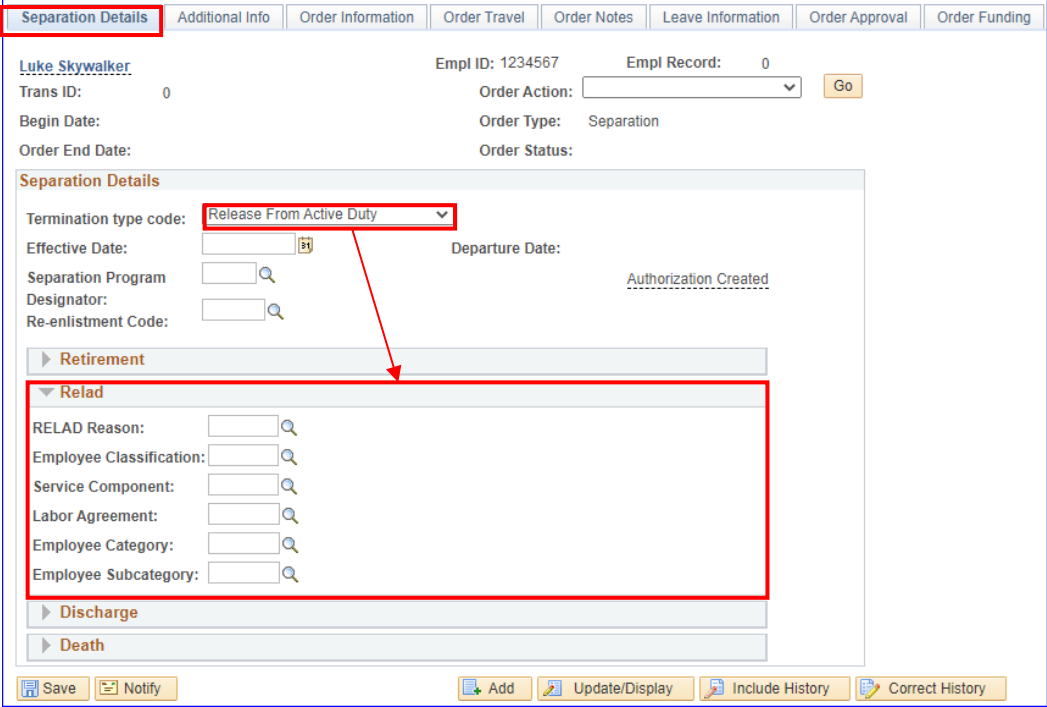
Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p>  <p>Then select <b>FSMS Separation Orders</b> option.</p> 
2	<p>Select <b>Add a New Value</b>.</p> 

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# RELAD – AD to SELRES or IRR, Continued

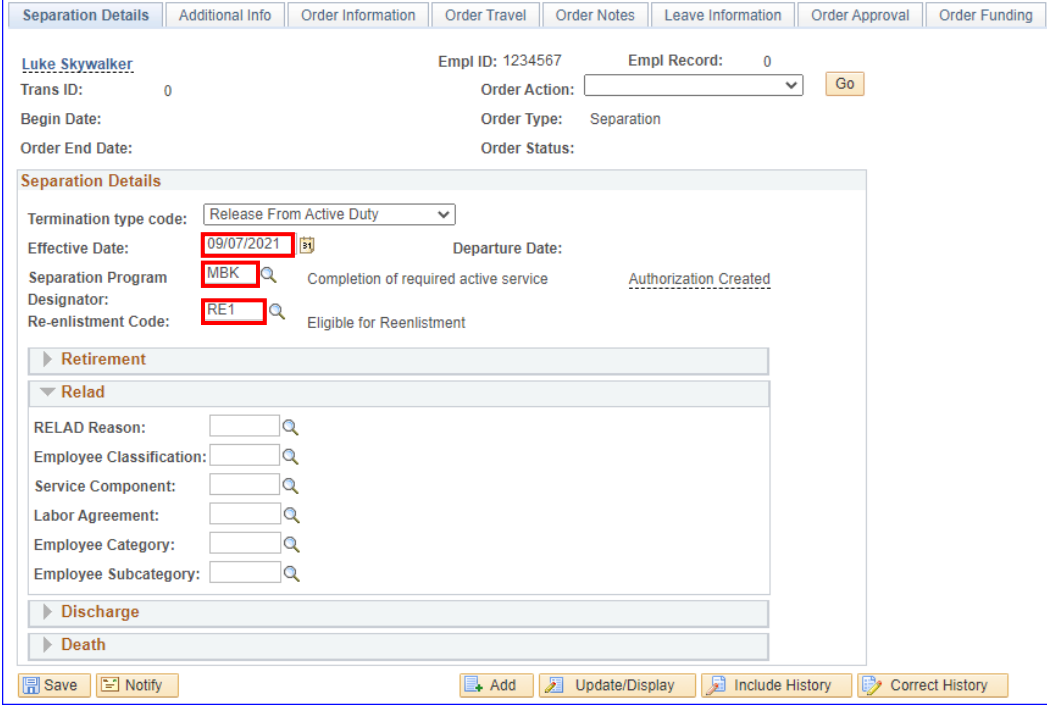
Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows the 'FSMS Separation Orders' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: 'Trans ID' with the value '0', 'Empl ID' with the value '1234567' (highlighted in red), and 'Empl Record' with the value '0'. A magnifying glass icon is next to the 'Empl ID' and 'Empl Record' fields. At the bottom, there is an 'Add' button highlighted in red.</p>
4	<p>On the <b>Separation Details</b> tab: Using the <b>Termination type code drop-down</b>, select <b>Release From Active Duty</b>. Once <b>Release From Active Duty</b> is selected, the <b>Relad</b> section will automatically expand.</p>  <p>The screenshot shows the 'Separation Details' tab of the system. At the top, there are several tabs: 'Separation Details' (highlighted in red), 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval', and 'Order Funding'. Below the tabs, there is a header section with 'Luke Skywalker' and 'Empl ID: 1234567'. There are several input fields and buttons: 'Trans ID: 0', 'Order Action:' with a dropdown menu, 'Go' button, 'Begin Date:', 'Order Type: Separation', 'Order End Date:', and 'Order Status:'. Below this is the 'Separation Details' section. It contains a 'Termination type code:' dropdown menu set to 'Release From Active Duty' (highlighted in red). There are also fields for 'Effective Date:', 'Separation Program', 'Designator:', and 'Re-enlistment Code:'. A red arrow points from the 'Release From Active Duty' dropdown to the 'Relad' section, which is highlighted with a red box. The 'Relad' section contains several input fields: 'RELAD Reason:', 'Employee Classification:', 'Service Component:', 'Labor Agreement:', 'Employee Category:', and 'Employee Subcategory:'. Below the 'Relad' section are sections for 'Retirement', 'Discharge', and 'Death'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

Step	Action
5	<p>In the Separation Details section:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Effective Date</b> – will be the member’s last day of Active Duty (AD).</li> <li>• Select the appropriate <b>Separation Program Designator (SPD)</b>.</li> <li>• Using the <b>Lookup</b> icon, select the appropriate <b>Re-enlistment Code</b>.</li> </ul> 

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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

Step	Action
6	<p>Complete the Relad section per the member’s intentions. Ensure <b>the Employee Classification is changed to a Reserve option (SEL/IRR).</b></p> <p><b>SELRES:</b></p> <div data-bbox="316 595 1366 1014" style="border: 1px solid blue; padding: 5px;"> <p>▼ Relad</p> <p>RELAD Reason: <input type="text" value="61"/>  DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</p> <p>Employee Classification: <input type="text" value="SEL"/>  Selected Reserve</p> <p>Service Component: <input type="text" value="J"/>  Prior Svc CG Enl w/in 8 yr obl</p> <p>Labor Agreement: <input type="text" value="ENL"/>  Reserve Component Enlisted</p> <p>Employee Category: <input type="text" value="SEL"/>  Selected Reserve</p> <p>Employee Subcategory: <input type="text" value="A"/>  Drilling Pay Status</p> <p>▶ Discharge</p> <p>▶ Death</p> </div> <p><b>IRR:</b></p> <div data-bbox="316 1077 1366 1496" style="border: 1px solid blue; padding: 5px;"> <p>▼ Relad</p> <p>RELAD Reason: <input type="text" value="61"/>  DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</p> <p>Employee Classification: <input type="text" value="IRR"/>  Individual Ready Reserve</p> <p>Service Component: <input type="text" value="J"/>  Prior Svc CG Enl w/in 8 yr obl</p> <p>Labor Agreement: <input type="text" value="ENL"/>  Reserve Component Enlisted</p> <p>Employee Category: <input type="text" value="IRR"/>  Individual Ready Reserve</p> <p>Employee Subcategory: <input type="text" value="H"/>  No Drill Requirement</p> <p>▶ Discharge</p> <p>▶ Death</p> </div>

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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

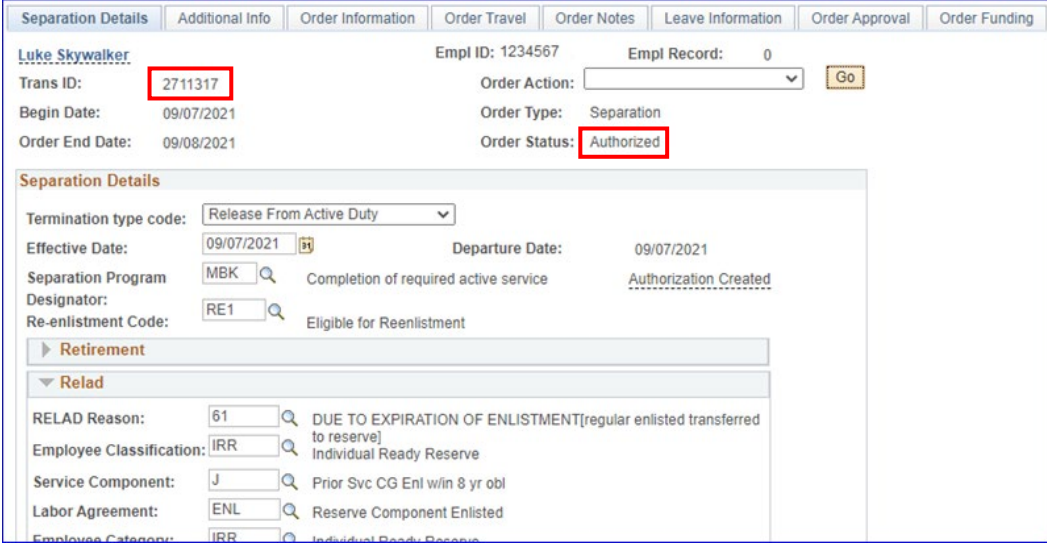
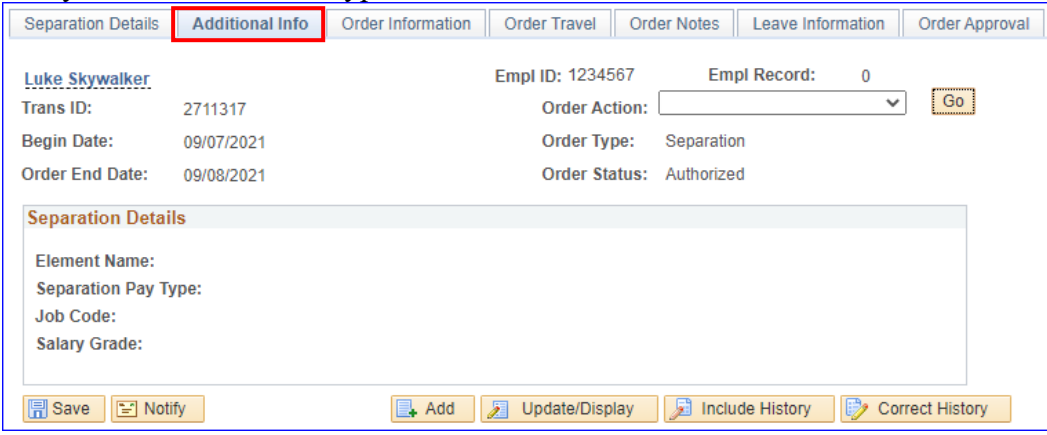
Step	Action
7	<p><b>IMPORTANT:</b> Expand the Discharge section and populate the Character of Service field. The <b>Character of Service</b> must be entered here so it will populate the member’s DD214. <b>ONLY</b> enter the <b>Character of Service</b>.</p> <p>Click <b>Save</b>.</p> <div data-bbox="316 633 1369 1429" style="border: 1px solid black; padding: 5px;"> <p><b>Relad</b></p> <p>RELAD Reason: <input type="text" value="61"/> DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</p> <p>Employee Classification: <input type="text" value="IRR"/> Individual Ready Reserve</p> <p>Service Component: <input type="text" value="J"/> Prior Svc CG Enl w/in 8 yr obl</p> <p>Labor Agreement: <input type="text" value="ENL"/> Reserve Component Enlisted</p> <p>Employee Category: <input type="text" value="IRR"/> Individual Ready Reserve</p> <p>Employee Subcategory: <input type="text" value="H"/> No Drill Requirement</p> <hr/> <p><b>Discharge</b></p> <p><b>Officer</b></p> <p>Officer Termination Code: <input type="text"/></p> <p>Termination Reason: <input type="text"/></p> <hr/> <p><b>Enlisted</b></p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text"/></p> <p>Enlisted discharge code: <input type="text"/></p> <hr/> <p><b>Death</b></p> <hr/> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include"/></p> </div>

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# RELAD – AD to SELRES or IRR, Continued

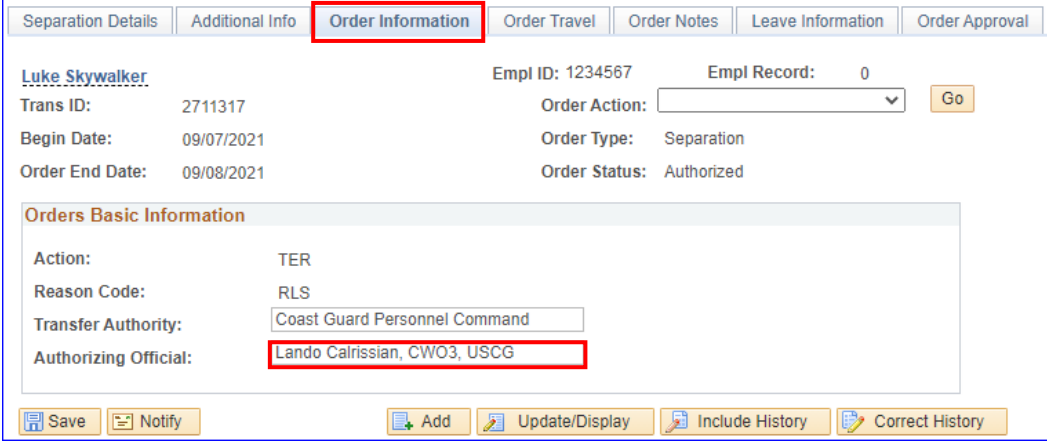
Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>Saving will generate a <b>Trans ID</b> and will change the <b>Order Status</b> to <b>Authorized</b>.</p> 
<p><b>9</b></p>	<p>Select the <b>Additional Info</b> tab (optional).</p> <p>All information on this tab is entered by PSC and cannot be edited. It will always be blank for these types of RELADs.</p> 

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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>Select the <b>Order Information</b> tab.</p> <p>Enter the <b>Authorizing Official</b>.</p> 

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# RELAD – AD to SELRES or IRR, Continued

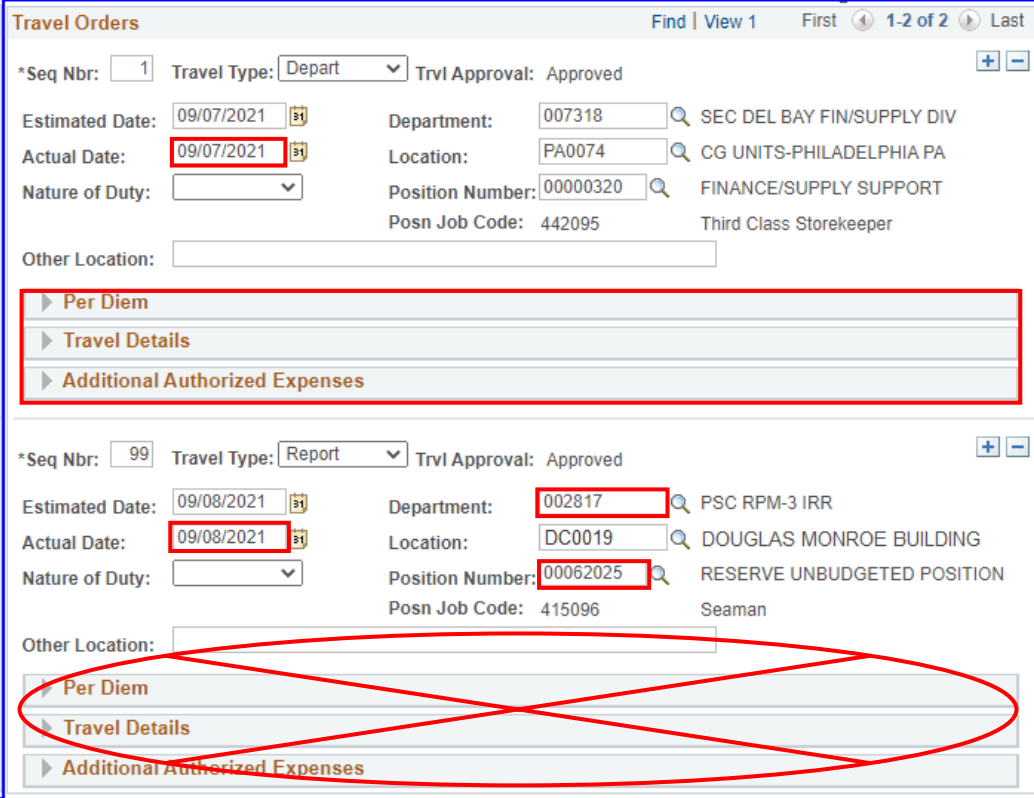
Procedures,  
continued

Step	Action
11	<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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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

Step	Action
12	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual Date</b> (same as estimated).</li> <li>• Click the arrows to expand the <b>Per Diem</b>, <b>Travel Details</b> and <b>Additional Authorized Expenses</b> sections to add specific travel entitlements for the member.</li> </ul> <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual Date</b> (same as estimated).</li> <li>• For RELADs to the SELRES, enter a valid <b>Department/Position Number</b> combination obtained from RPM/CGRC.</li> <li>• For RELADs to the IRR, enter <b>Dept ID #002817</b> and <b>Posn #00062025</b>.</li> <li>• The Other Location, Per Diem, Travel Details and Additional Authorized Expenses sections won't be used for RELADs.</li> </ul> 

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## RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

Step	Action																								
<p><b>13</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 RELAD date. Terminal Leave INCONUS/OUTCONUS <b>MUST</b> be the last entry for the Delay En Route section.</li> </ul> <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="316 745 1367 936" style="border: 1px solid black; 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>1 07/30/2021</td> <td>09/07/2021</td> <td>Terminal Leave INCONUS</td> <td>40</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days	1 07/30/2021	09/07/2021	Terminal Leave INCONUS	40																
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<p><b>14</b></p>	<p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> <li>Check the <b>Auth for Travel</b> box for any dependents that are authorized for travel (if any).</li> <li>If the dependents do not auto-populate, use the <b>Dep/Benef</b> Lookup, and select each one, as appropriate.</li> </ul> <p>Click <b>Save</b>.</p> <div data-bbox="316 1238 1367 1473" style="border: 1px solid black; 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>1 <input checked="" type="checkbox"/></td> <td>03</td> <td>Jade, Mara</td> <td>Spouse</td> <td>Married</td> <td>03/27/2004</td> <td>N</td> <td>07/10/1977</td> </tr> <tr> <td>2 <input checked="" type="checkbox"/></td> <td>04</td> <td>Skywalker, Ben</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>04/23/2009</td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p> </div>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1 <input checked="" type="checkbox"/>	03	Jade, Mara	Spouse	Married	03/27/2004	N	07/10/1977	2 <input checked="" type="checkbox"/>	04	Skywalker, Ben	Son	Single		N	04/23/2009
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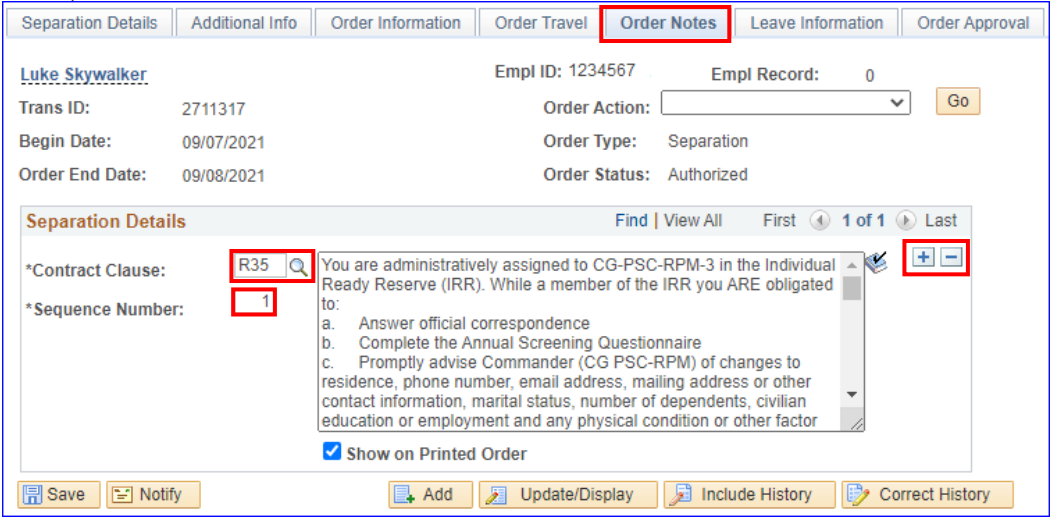
Procedures,  
continued

Step	Action																																				
15	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the <b>Itinerary</b> section.</p> <p>The screenshot displays the 'Order Travel' tab of a separation order. Key fields include: Luke Skywalker (Empl ID: 1234567), Trans ID: 2711317, Begin Date: 09/07/2021, and Order End Date: 09/08/2021. The 'Actual Date' field is highlighted with a red box and contains the value 09/08/2021. Below, the 'Itinerary' table shows a new entry for 07/30/2021 with the nature of duty 'Terminal Leave INCONUS', also highlighted with a red box. The 'Travel Orders' section shows details for a 'Depart' order with an estimated date of 09/07/2021 and an actual date of 09/07/2021.</p> <table border="1"> <caption>Itinerary</caption> <thead> <tr> <th>Sequence Number</th> <th>Travel Type Code</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>07/30/2021</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>09/07/2021</td> <td>09/07/2021</td> <td></td> <td>SEC DEL BAY FIN/SUPPLY DIV</td> <td>FINANCE/SUPPLY SUPPORT</td> <td>CG UNITS-PHILADELPHIA PA</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>09/08/2021</td> <td>09/08/2021</td> <td></td> <td>PSC RPM-3 IRR</td> <td>RESERVE UNBUDGETED POSITION</td> <td>PERSONNEL SERVICE CENTER</td> </tr> </tbody> </table>	Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				07/30/2021		Terminal Leave INCONUS				1	Depart	Approved	09/07/2021	09/07/2021		SEC DEL BAY FIN/SUPPLY DIV	FINANCE/SUPPLY SUPPORT	CG UNITS-PHILADELPHIA PA	99	Report	Approved	09/08/2021	09/08/2021		PSC RPM-3 IRR	RESERVE UNBUDGETED POSITION	PERSONNEL SERVICE CENTER
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# RELAD – AD to SELRES or IRR, Continued

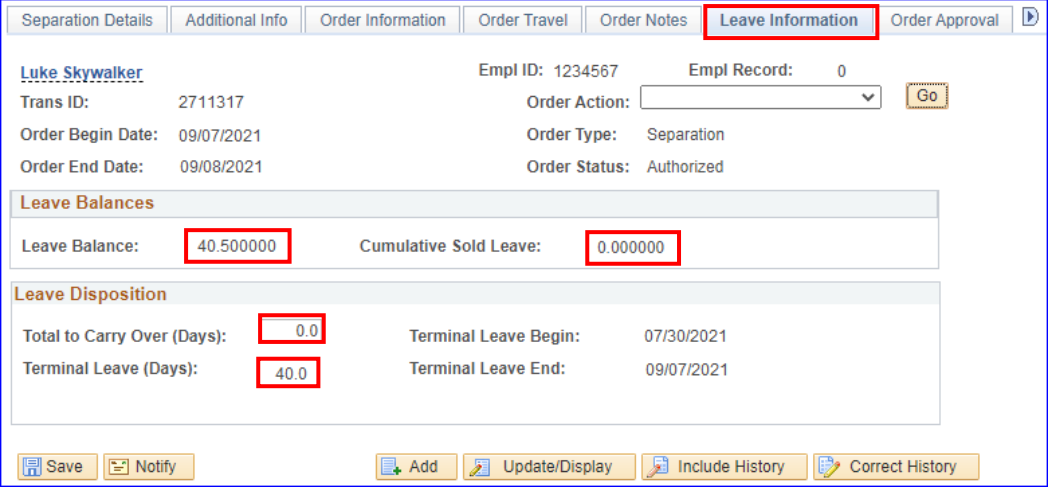
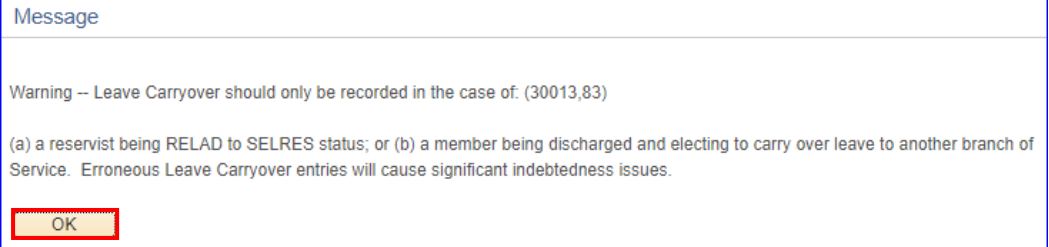
Procedures,  
continued

Step	Action
16	<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 appropriate. Use the (+) and (-) buttons to add or remove rows as necessary. Enter a <b>Sequence Number(s)</b> to identify how they will appear on the orders.</p> <p><b>NOTE:</b> For members being RELAD to the IRR, add Contract Clause R35 (per RPM).</p> 

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# RELAD – AD to SELRES or IRR, Continued

Procedures,  
continued

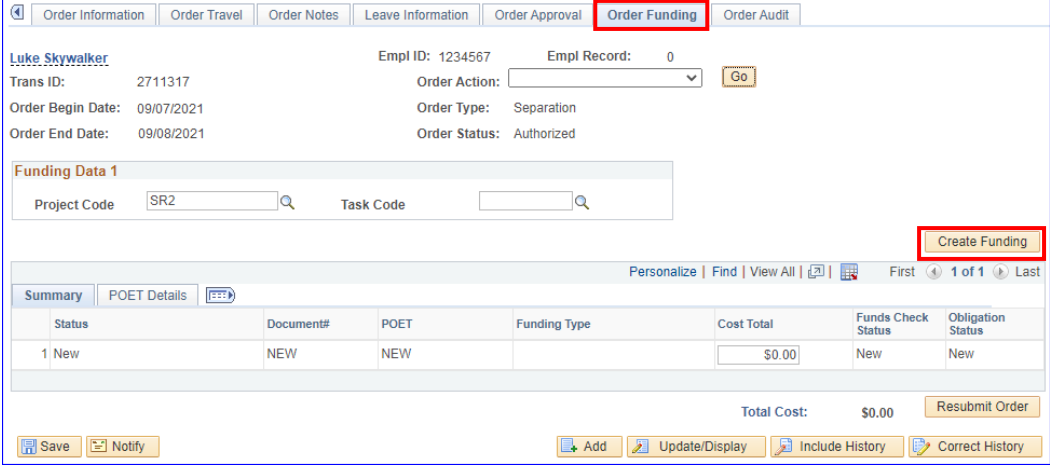
Step	Action
17	<p>Select the <b>Leave Information</b> tab.</p> <p>Notice the <b>Terminal Leave (Days)</b> entered in the Delay En route section is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member’s final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member’s military career (if any).</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell. ** Use this for members: <ul style="list-style-type: none"> <li>▪ Wishing to carry over leave to another branch of the service, if the member is immediately being rehired (with no break), or</li> <li>▪ Reservists wishing to carry forward leave for future AD Orders.</li> </ul> </li> <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> 

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# RELAD – AD to SELRES or IRR, Continued

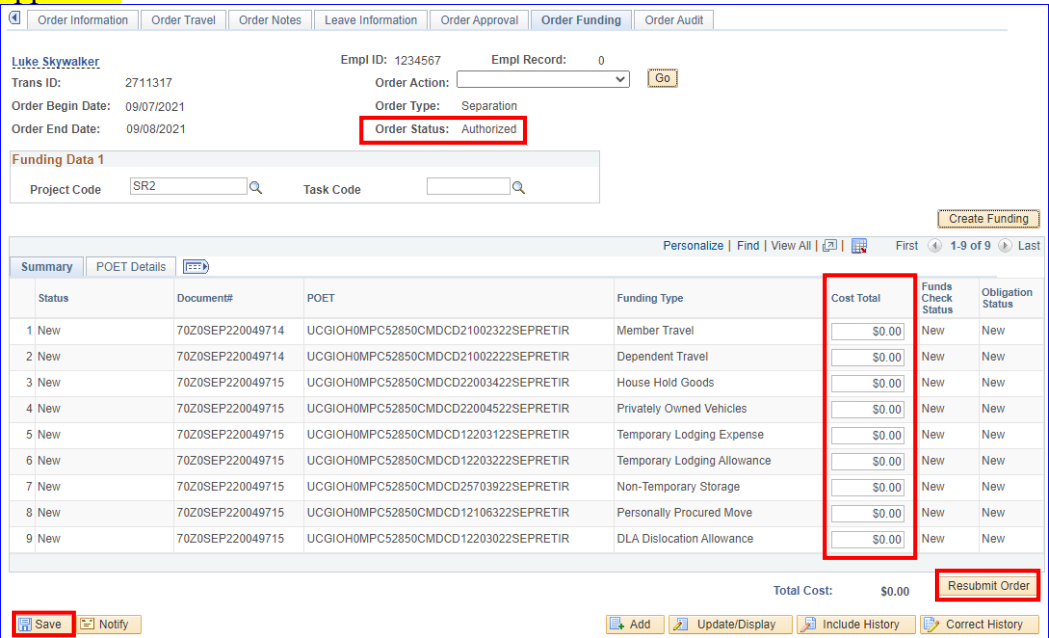
Procedures,  
continued

Step	Action														
18	<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>Employee: Luke Skywalker, Empl ID: 1234567, Empl Record: 0</li> <li>Trans ID: 2711317, Order Action: [Dropdown], Go button</li> <li>Order Begin Date: 09/07/2021, Order Type: Separation</li> <li>Order End Date: 09/08/2021, Order Status: Authorized</li> <li>Funding Data 1: Project Code SR2, Task Code [Empty]</li> <li>Buttons: Create Funding (highlighted), Save, Notify, Add, Update/Display, Include History, Correct History, Resubmit Order</li> <li>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> </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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# RELAD – AD to SELRES or IRR, Continued

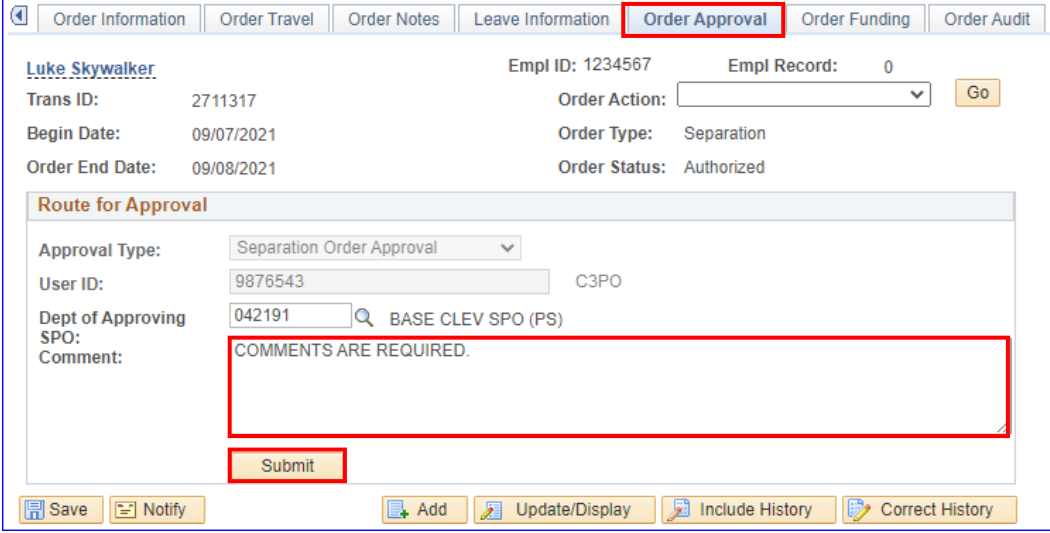
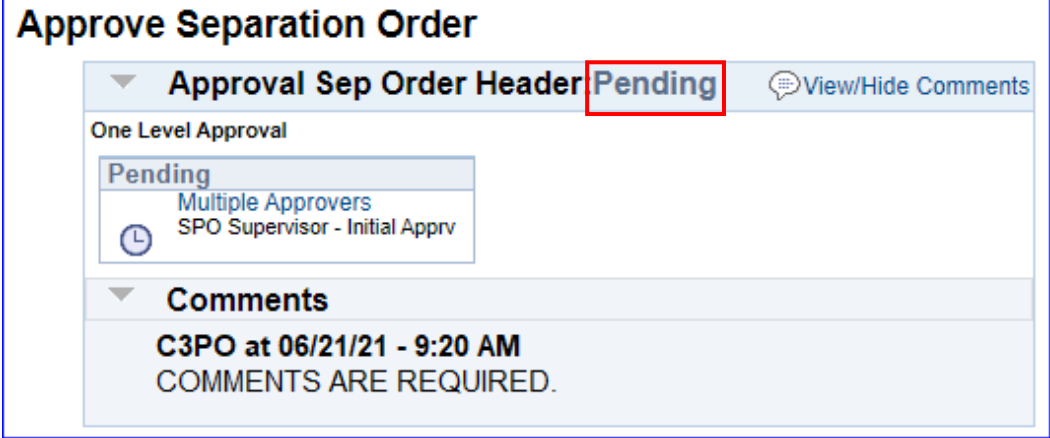
Procedures,  
continued

Step	Action																																																																						
<b>19</b>	<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. 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 20. The Separation Order <b>MUST</b> be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot displays the following data:</p> <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>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> <p>Total Cost: \$0.00</p>	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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**RELAD – AD to SELRES or IRR, Continued**

Procedures,  
continued

Step	Action
<p><b>20</b></p>	<p>Select the <b>Order Approval</b> tab.</p> <p>Enter <b>Comments</b> (required), then click <b>Submit</b>.</p> 
<p><b>21</b></p>	<p>Once submitted, the Separation Orders are <b>Pending</b> approval.</p> <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> 

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