

RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
18	<p>Once submitted, the Separation Orders are Pending approval.</p> <div data-bbox="316 477 1114 813" style="border: 1px solid blue; padding: 5px;"> <p>Approve Separation Order</p> <p>Approval Sep Order Header Pending View/Hide Comments</p> <p>One Level Approval</p> <p>Pending</p> <p> Multiple Approvers SPO Supervisor</p> <p>Comments</p> <p>Uncle Rico at 05/28/19 - 12:20 PM <No Comments></p> </div>
19	<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> <div data-bbox="316 999 1203 1424" style="border: 1px solid blue; padding: 5px;"> <p>DD 214</p> <p><u>NAPOLEON DYNAMITE</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2564946</p> <p>Begin Date: 05/31/2019 Order Type: Separation</p> <p>End Date: 06/01/2019 Order Status: Authorized</p> <p>DD214 Worksheet Find View All First 1 of 1 Last</p> <p>1. Name: Last: DYNAMITE Version: 0 First: NAPOLEON Middle, Suffix: <input type="text"/></p> <p>2. Dept, Comp & Branch: HOMELAND SECURITY: USCG AD SSN: 123456789</p> <p>4.a. Grade, Rate or Rank: <input type="text"/> 4.b. Pay Grade: <input type="text"/></p> <p>5. Date of Birth: 10/03/1992 6. Res. Obl. Trm: <input type="text"/></p> </div>