

RELAD – Temporary Separation to ISL (TEMPSEP)

Introduction This guide provides the procedures for creating Release from Active Duty (RELAD) Orders for an Active Duty (AD) **OFFICER** being temporarily separated to the Inactive Status List (ISL) when a Separation Authorization was entered by PSC.

The procedures provided in this guide apply to OFFICERS being temporarily separated to the ISL. Enlisted members being separated should utilize the appropriate RELAD or Discharge DA User Guides.

- References**
- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (b) Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series)
 - (c) Temporary Separations, COMDTINST 1040.6 (series)
 - (d) PSC-OPM: Temp Sep Officer Guide

IMPORTANT: Reserve Status Change Upon the **Effective Date of the RELAD**, it is important to complete a Reserve Status Change using the following information:

- **Effective Date** – Should match Sequence 99 row of RELAD Order
- **Employee Category** – Indicate ISL
- **TRAPAY CAT** – Indicate I

The screenshot shows a web form titled "Reserve Member Status" and "Reserve Member Classification". It displays member information: Empl ID: 1234567, Hoban Washburne, Empl Record: 0; DeptID: 006419, TRACEN C MAY ADMIN BR. Below this, it shows "Job Effective Date: 09/26/2021", "Employee Category: SEL", "TRAPAY CAT: A", and "Reserve Classification: J". A red box highlights the "Effective Date" field (set to 11/01/2021), the "Employee Category" dropdown (set to ISL), and the "TRAPAY CAT" dropdown (set to I). At the bottom are "Save" and "Return to Search" buttons.

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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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.

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).

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 (Shipment of POV)
- Non-Temporary Storage
- 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

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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.**

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 the Separations tile.</p>  <p>Select the FSMS Separation Orders option.</p> 

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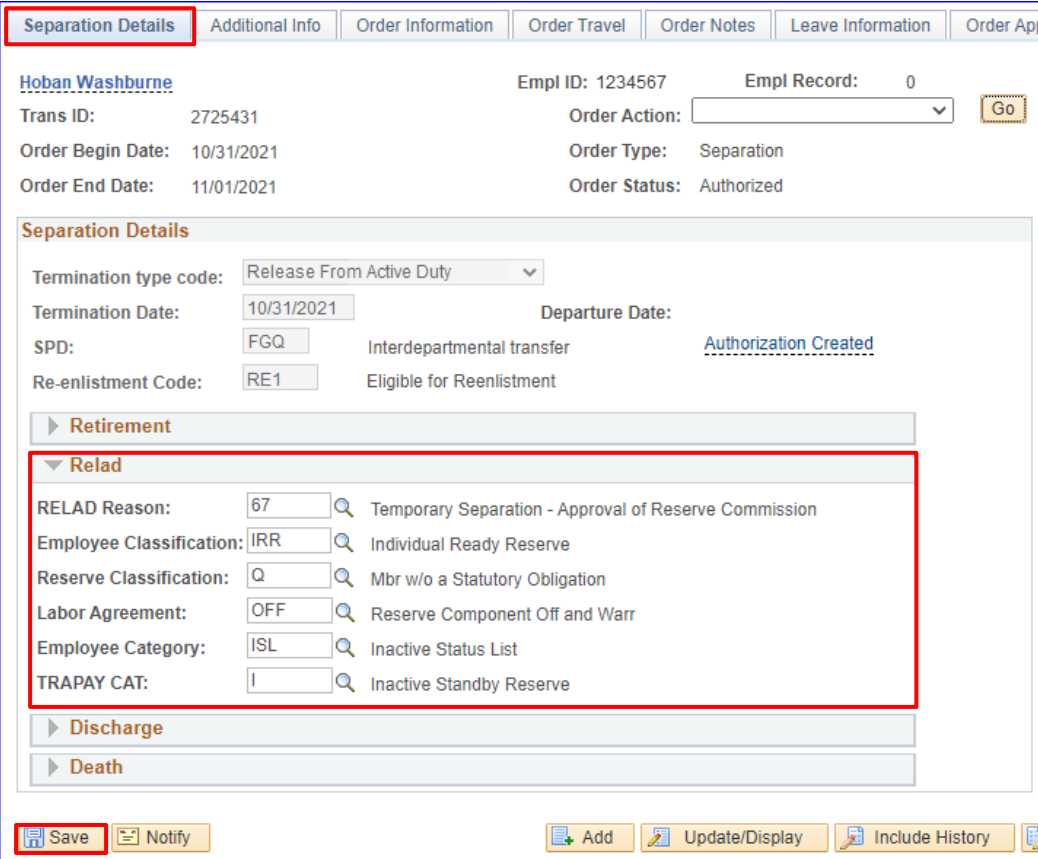
Procedures,
continued

Step	Action
2	<p data-bbox="323 454 943 488">Enter the member's Empl ID and click Search.</p> <div data-bbox="323 488 1086 1043" style="border: 1px solid blue; padding: 5px;"><p data-bbox="331 495 608 521">FSMS Separation Orders</p><p data-bbox="331 535 1078 562">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="339 595 746 622"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p data-bbox="339 645 919 672">▼ Search Criteria</p><p data-bbox="339 707 815 741">Empl ID begins with ▼ <input type="text" value="1234567"/></p><p data-bbox="339 743 839 770">Empl Record = ▼ <input type="text"/> 🔍</p><p data-bbox="339 777 815 806">Trans ID = ▼ <input type="text"/></p><p data-bbox="339 810 911 837">Order Type = ▼ Separation ▼</p><p data-bbox="339 842 815 871">National ID begins with ▼ <input type="text"/></p><p data-bbox="339 875 815 902">Last Name begins with ▼ <input type="text"/></p><p data-bbox="339 907 815 936">First Name begins with ▼ <input type="text"/></p><p data-bbox="339 943 871 969"><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p data-bbox="339 999 906 1025"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p></div>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

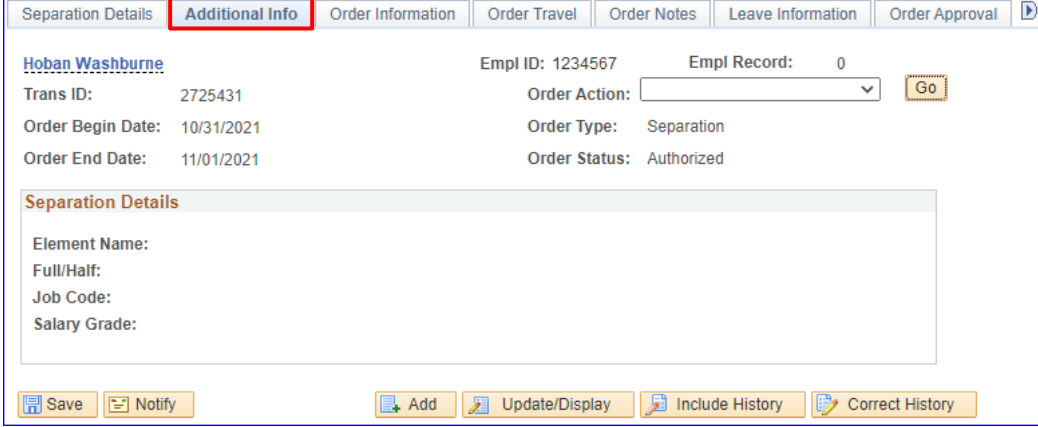
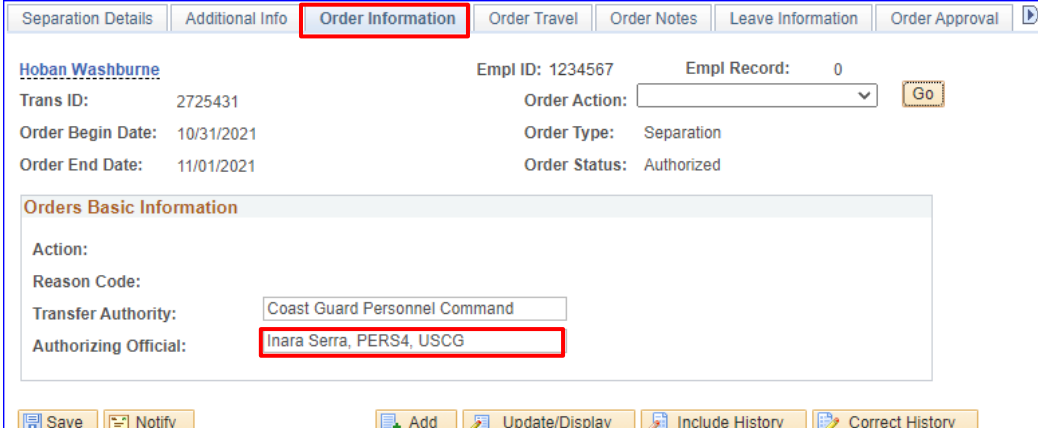
Procedures,
continued

Step	Action
3	<p>The Separation Order will display. On the Separation Details tab, expand the RELAD section and enter the following information:</p> <ul style="list-style-type: none"> • RELAD Reason – Using the lookup, enter 67 (Temporary Separation – Approval of Reserve Commission). • Employee Classification – Using the lookup, enter IRR (Individual Ready Reserve). • Reserve Classification – Using the lookup, enter Q (Mbr w/o a Statutory Obligation). • Labor Agreement – Using the lookup, enter OFF (Reserve Component Off and War). • Employee Category – This will default to IRR. Using the lookup, change to ISL (Inactive Status List). • TRAPAY CAT – Using the lookup, select I (Inactive Standby Reserve). <p>Click Save.</p>  <p>The screenshot shows a web application interface for 'Separation Details'. At the top, there are tabs: 'Separation Details' (highlighted with a red box), 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', and 'Order Ap'. Below the tabs, the user's name 'Hoban Washburne' is displayed along with 'Empl ID: 1234567' and 'Empl Record: 0'. There are fields for 'Trans ID: 2725431', 'Order Begin Date: 10/31/2021', 'Order End Date: 11/01/2021', 'Order Action:' (a dropdown menu), 'Order Type: Separation', and 'Order Status: Authorized'. A 'Go' button is next to the Order Action dropdown. The main section is titled 'Separation Details' and contains several fields: 'Termination type code:' (Release From Active Duty), 'Termination Date:' (10/31/2021), 'Departure Date:', 'SPD:' (FGQ), 'Interdepartmental transfer' (with a link 'Authorization Created'), and 'Re-enlistment Code:' (RE1). Below this is a 'Retirement' section with a 'Relad' sub-section expanded. The 'Relad' section contains six rows of fields with lookup icons: 'RELAD Reason:' (67), 'Employee Classification:' (IRR), 'Reserve Classification:' (Q), 'Labor Agreement:' (OFF), 'Employee Category:' (ISL), and 'TRAPAY CAT:' (I). At the bottom of the form, there are buttons for 'Save' (highlighted with a red box), 'Notify', 'Add', 'Update/Display', and 'Include History'.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

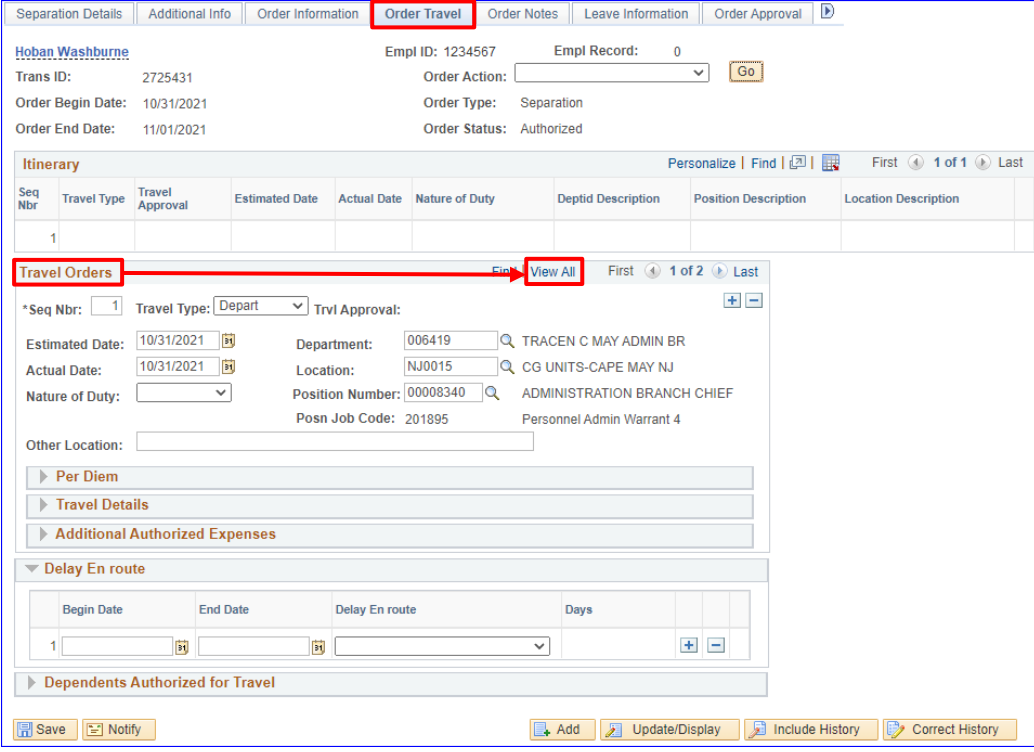
Procedures,
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Step	Action
<p>4</p>	<p>Select the Additional Information tab.</p> <p>All information populated here will have been entered by PSC and cannot be edited.</p> 
<p>5</p>	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official for the RELAD Orders.</p> 

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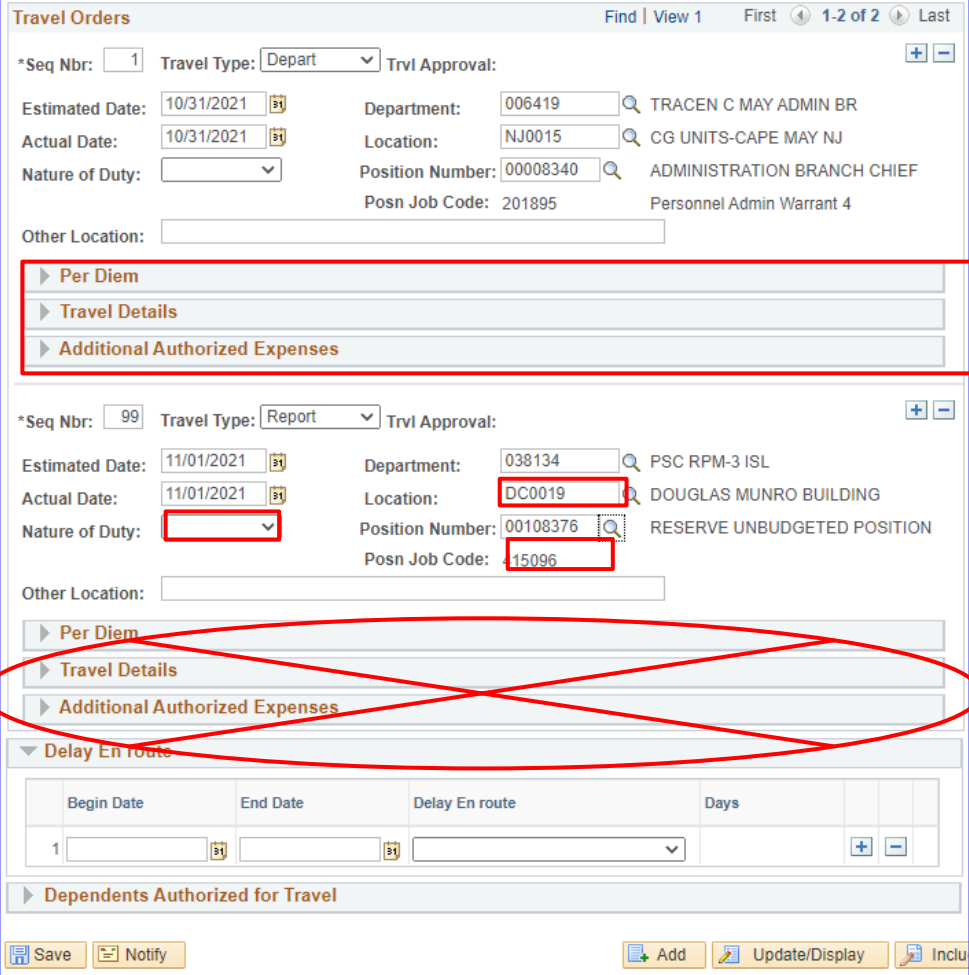
Procedures,
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Step	Action
6	<p>Select the Order Travel tab.</p> <p>Expand the Travel Orders section by clicking View All.</p>  <p>The screenshot shows a web application interface for managing travel orders. At the top, there are several tabs: 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel' (highlighted with a red box), 'Order Notes', 'Leave Information', and 'Order Approval'. Below the tabs, user information for 'Hoban Washburne' is displayed, including 'Empl ID: 1234567' and 'Empl Record: 0'. There are also fields for 'Trans ID: 2725431', 'Order Begin Date: 10/31/2021', and 'Order End Date: 11/01/2021'. The 'Order Type' is 'Separation' and the 'Order Status' is 'Authorized'. Below this is an 'Itinerary' section with a table header: 'Seq Nbr', 'Travel Type', 'Travel Approval', 'Estimated Date', 'Actual Date', 'Nature of Duty', 'Deptid Description', 'Position Description', and 'Location Description'. A 'Travel Orders' section is expanded, showing a 'View All' button highlighted with a red box and an arrow. This section includes fields for 'Seq Nbr: 1', 'Travel Type: Depart', and 'Trvl Approval:'. It also displays 'Estimated Date: 10/31/2021', 'Actual Date: 10/31/2021', 'Department: 006419 TRACEN C MAY ADMIN BR', 'Location: NJ0015 CG UNITS-CAPE MAY NJ', and 'Position Number: 00008340 ADMINISTRATION BRANCH CHIEF'. There are also sections for 'Per Diem', 'Travel Details', 'Additional Authorized Expenses', 'Delay En route', and 'Dependents Authorized for Travel'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

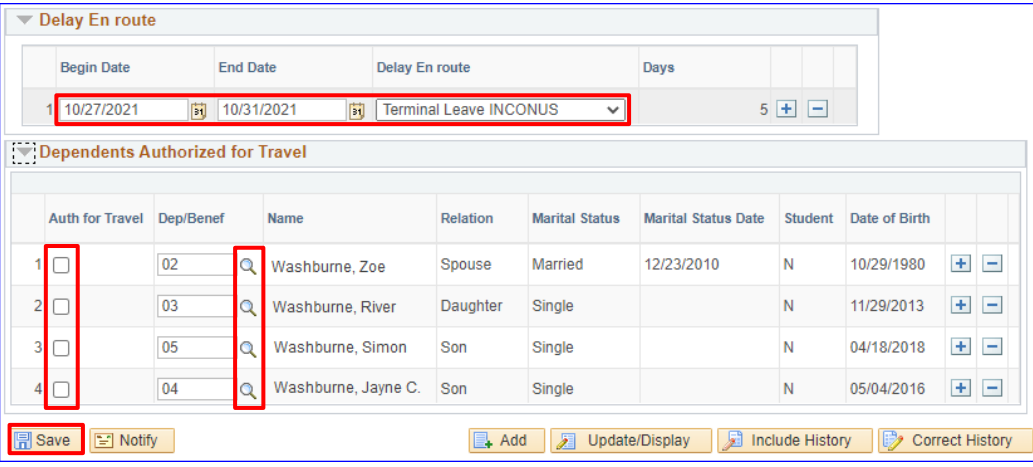
Procedures,
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Step	Action
7	<p>Seq Nbr 1 (Depart row):</p> <ul style="list-style-type: none"> • There is no need to edit these fields. • Per Diem / Travel Details / Additional Authorized Expenses – These fields may be expanded by clicking the arrow to add specific travel entitlements as appropriate. <p>Seq Nbr 99 (Report row):</p> <ul style="list-style-type: none"> • Actual Date – Enter the Actual Date (will be the same as the Estimated Date). • Department – Enter 038134 (PSC RPM-3 ISL). • Location – Will auto-populate (if not, enter DC0019). • Position Number – Enter 00108376 (Reserve Unbudgeted Position). <p>The Other Location field and Per Diem, Travel Details and Additional Authorized Expenses sections are not used with RELADs.</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows of data. The first row (Seq Nbr 1) is for a 'Depart' type and the second row (Seq Nbr 99) is for a 'Report' type. Red boxes and a red oval highlight specific fields and sections that are not used with RELADs. The highlighted areas include the 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses' sections for both rows, and the 'Actual Date' field for the Report row.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

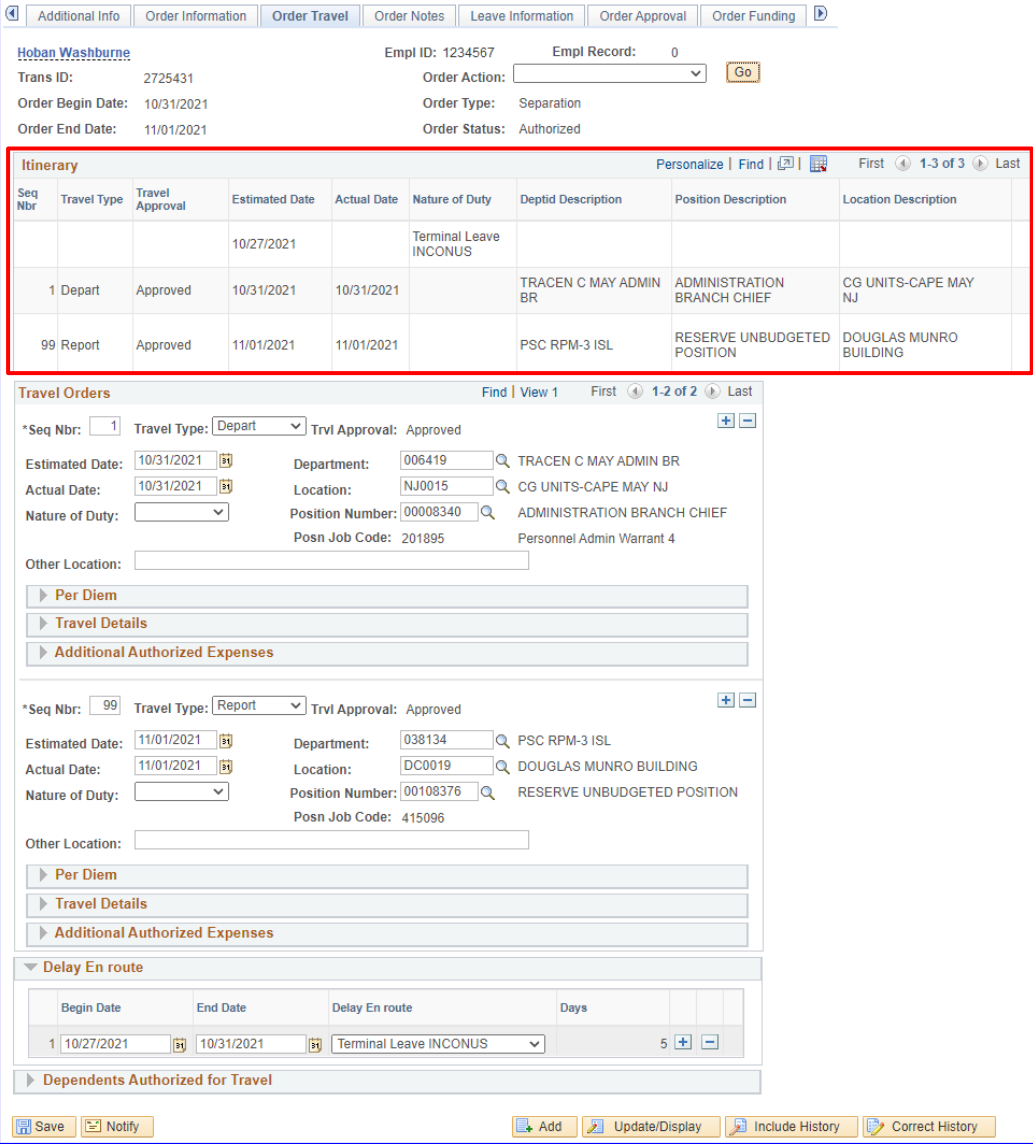
Procedures,
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Step	Action
8	<p>Delay En route:</p> <ul style="list-style-type: none"> Enter any Terminal Leave the member plans to take. The End Date CANNOT extend beyond the RELAD date. Terminal Leave INCONUS/OUTCONUS MUST be the last entry for the Delay En route section. <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> 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.) <p>Click Save.</p>  <p>The screenshot shows the 'Delay En route' section with a table containing one entry: Begin Date 10/27/2021, End Date 10/31/2021, Delay En route Terminal Leave INCONUS, and Days 5. Below this is the 'Dependents Authorized for Travel' section with a table listing four dependents: Washburne, Zoe (Spouse, Married, 12/23/2010), Washburne, River (Daughter, Single), Washburne, Simon (Son, Single), and Washburne, Jayne C. (Son, Single). The 'Auth for Travel' checkbox for the first dependent is highlighted with a red box. At the bottom left, the 'Save' button is also highlighted with a red box.</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

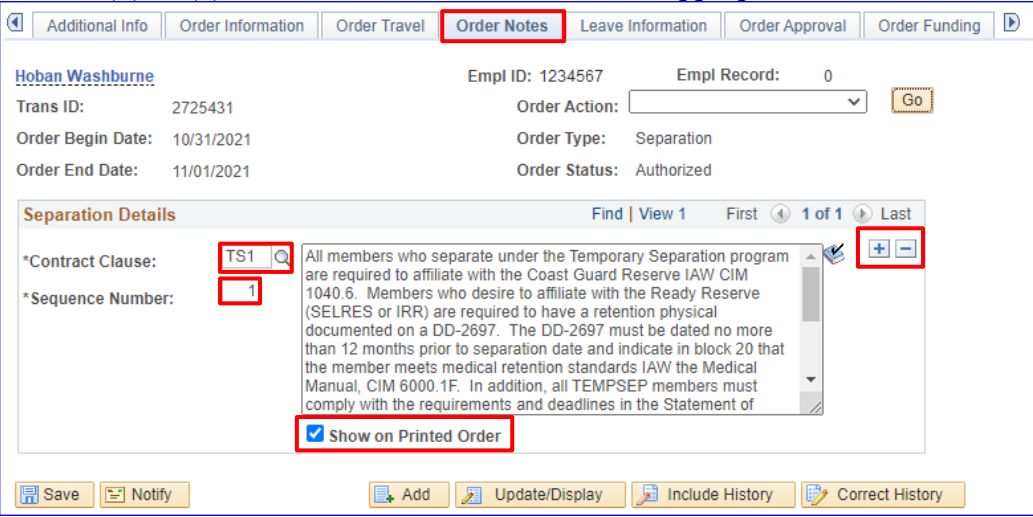
Procedures,
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Step	Action																																			
9	<p>Upon saving, the Itinerary will update with any Delay En route that was entered.</p>  <p>Itinerary</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel 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>1</td> <td>Depart</td> <td>Approved</td> <td>10/31/2021</td> <td>10/31/2021</td> <td>Terminal Leave INCONUS</td> <td>TRACEN C MAY ADMIN BR</td> <td>ADMINISTRATION BRANCH CHIEF</td> <td>CG UNITS-CAPE MAY NJ</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>11/01/2021</td> <td>11/01/2021</td> <td></td> <td>PSC RPM-3 ISL</td> <td>RESERVE UNBUDGETED POSITION</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> </tbody> </table> <p>Travel Orders</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 10/31/2021 Department: 006419 TRACEN C MAY ADMIN BR Actual Date: 10/31/2021 Location: NJ0015 CG UNITS-CAPE MAY NJ Nature of Duty: Position Number: 00008340 ADMINISTRATION BRANCH CHIEF Posn Job Code: 201895 Personnel Admin Warrant 4</p> <p>Other Location:</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 11/01/2021 Department: 038134 PSC RPM-3 ISL Actual Date: 11/01/2021 Location: DC0019 DOUGLAS MUNRO BUILDING Nature of Duty: Position Number: 00108376 RESERVE UNBUDGETED POSITION Posn Job Code: 415096</p> <p>Other Location:</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <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 10/27/2021</td> <td>10/31/2021</td> <td>Terminal Leave INCONUS</td> <td>5</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p>Save Notify Add Update/Display Include History Correct History</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	10/31/2021	10/31/2021	Terminal Leave INCONUS	TRACEN C MAY ADMIN BR	ADMINISTRATION BRANCH CHIEF	CG UNITS-CAPE MAY NJ	99	Report	Approved	11/01/2021	11/01/2021		PSC RPM-3 ISL	RESERVE UNBUDGETED POSITION	DOUGLAS MUNRO BUILDING	Begin Date	End Date	Delay En route	Days	1 10/27/2021	10/31/2021	Terminal Leave INCONUS	5
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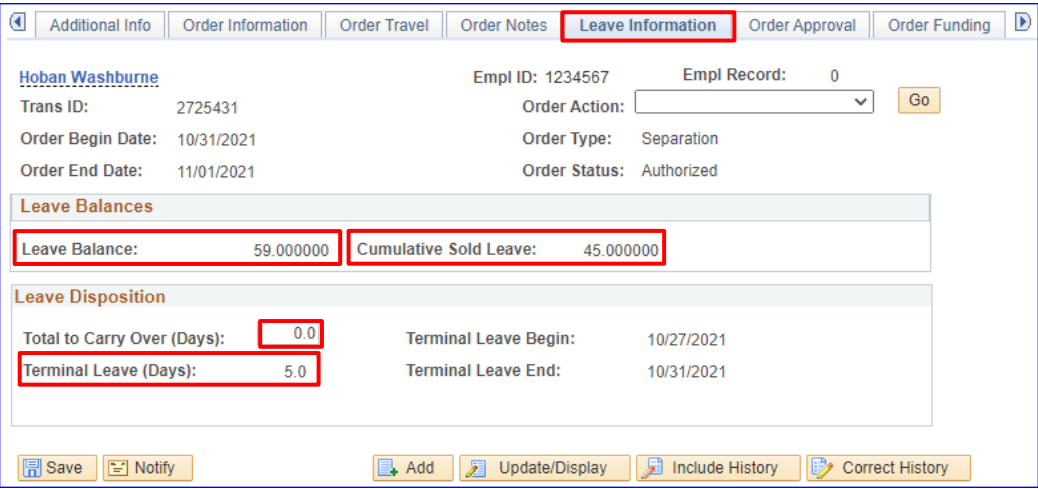
Procedures,
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Step	Action
10	<p>Select the Order Notes tab.</p> <ul style="list-style-type: none"> • Contract Clause – Using the lookup, select the appropriate orders notes. • Sequence Number – Indicate the sequence the order notes are to appear on the RELAD Orders. • Show on Printed Order – Ensure this box is checked for each order note. <p>Use the (+) or (-) buttons to add or remove rows as appropriate.</p> 

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

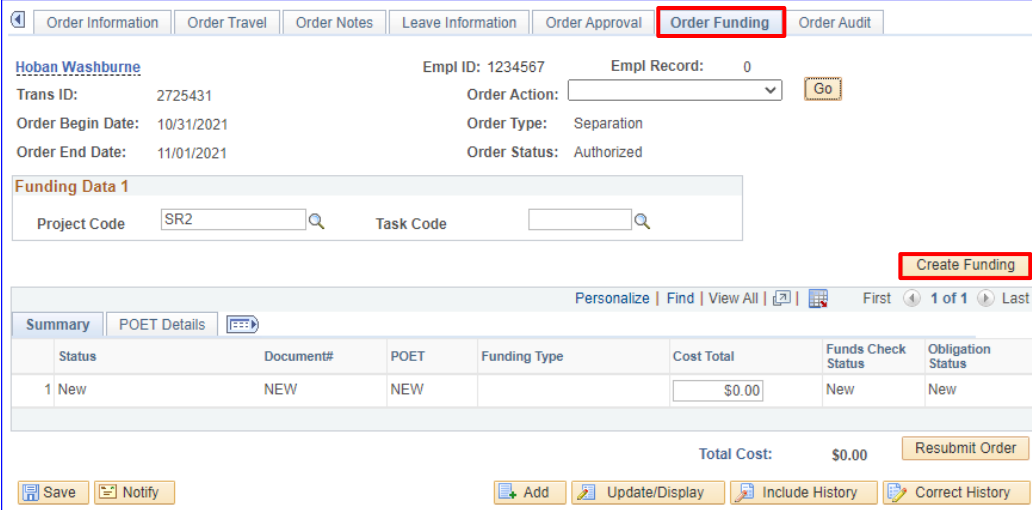
Procedures,
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Step	Action
11	<p>Select the Leave Information tab.</p> <ul style="list-style-type: none"> • Leave Balance – Leave balance as of current pay/absence calendar. Any remaining Leave Balance (subject to career maximum) will be sold and included 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.  <p>This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> <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>OK</p>

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

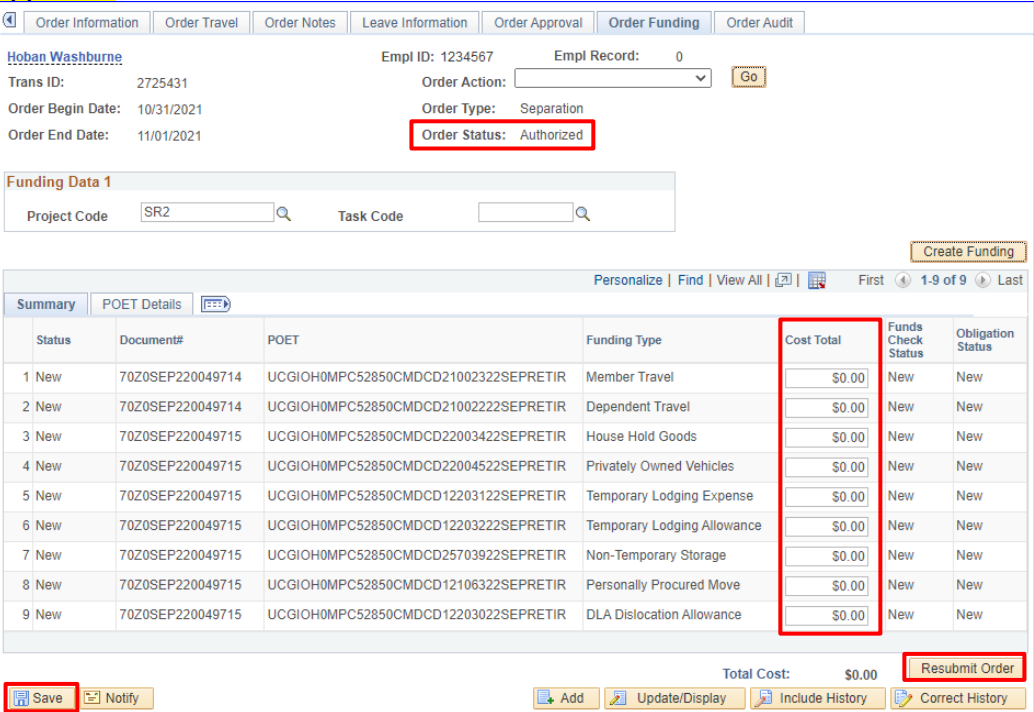
Procedures,
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Step	Action
12	<p>Select the Order Funding tab.</p> <p>Click Create Funding.</p> 

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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

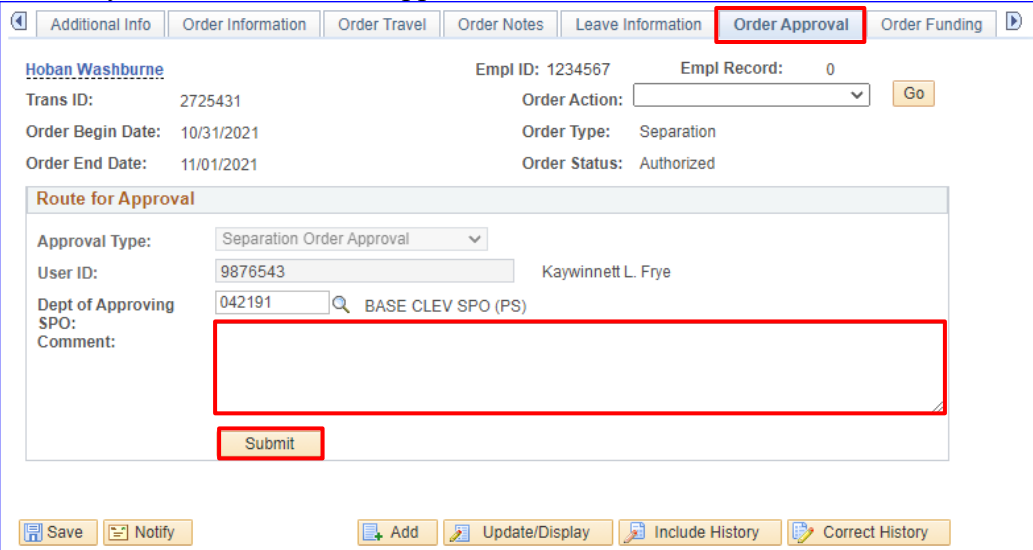
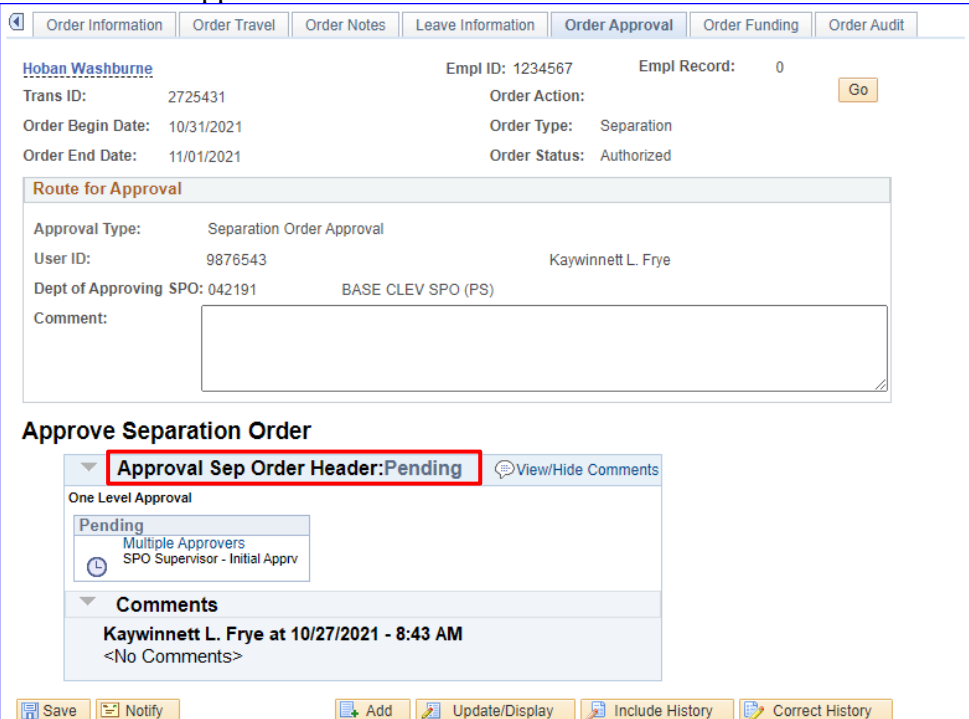
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13	<p>This will generate the POET Details. Enter the Cost Totals for each Funding Type per member’s intentions, as authorized (see Note 1). Click Resubmit Order. The Order Status will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see Note 2).</p> <p>NOTE 1: If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see Estimates: Household Goods at the beginning of this guide and update accordingly. In addition, 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. See the Personally Procured Move (PPM) section for obtaining the estimated cost for a PPM.</p> <p>NOTE 2: This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the Order Status will update to Awaiting \$ and then back to Authorized. It may be necessary to exit the Order (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 14. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the following data in the 'Funding Data 1' table:</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>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>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>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>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>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>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>New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD225703922SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>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>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	New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002322SEPRETIR	Member Travel	\$0.00	New	New	New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002222SEPRETIR	Dependent Travel	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD22003422SEPRETIR	House Hold Goods	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD22004522SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203122SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203222SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD225703922SEPRETIR	Non-Temporary Storage	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD212106322SEPRETIR	Personally Procured Move	\$0.00	New	New	New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203022SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
<p>14</p>	<p>Select the Order Approval tab.</p> <p>Enter any Comments for the Approver and click Submit.</p> 
<p>15</p>	<p>The RELAD Order is now in a Pending status and has been forwarded to the SPO Tree for Approval.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
16	<p>REMEMBER: Upon the Effective Date of the RELAD, it is important to complete a Reserve Status Change.</p>
17	<p>To view and print the Separation Order: Upon Approval of the Separation Order, click Authorization Created.</p>  <p>The screenshot displays a web interface for a separation order. At the top, there are tabs: Separation Details (selected), Additional Info, Order Information, Order Travel, Order Notes, Leave Information, and Order Ap. Below the tabs, the employee's name 'Hoban Washburne' is shown, along with 'Empl ID: 1234567' and 'Empl Record: 0'. There is a 'Go' button. The order details include: Trans ID: 2725431, Order Action: (dropdown), Order Begin Date: 10/31/2021, Order Type: Separation, Order End Date: 11/01/2021, and Order Status: Ready. A section titled 'Separation Details' contains: Termination type code: Release From Active Duty (dropdown), Termination Date: 10/31/2021, Departure Date: (empty), SPD: FGQ, Interdepartmental transfer: (checkbox), Re-enlistment Code: RE1, and Eligible for Reenlistment: (checkbox). A red box highlights the 'Authorization Created' link. At the bottom, there are expandable sections for 'Retirement' and 'Deled'.</p>