

RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL

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	
Article/Law:	14-3751		Res. Off. Mand. Removal - Nonselect/Max Service	
SPD Code:	LGB		Non-selection, permanent promotion	
Re-enlistment Code:				
Character of Service:	Honorable			

[RELAD w/SEP Request - AD Officers & Reserve Members on EAD](#) 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 ID:	1234567	Empl Record:	0
DeptID:	006413	CGC FIR	
Job Effective Date:	01/01/2024	Employee Category:	SEL
		TRAPAY CAT:	A
		Reserve Classification:	N
Effective Date:	06/12/2024		
Employee Category:	ISL		Inactive Status List
TRAPAY CAT:	I		Stndby
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>	

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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 *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 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 Payout

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 [Military Accounts Support \(MAS\) \(uscg.mil\)](https://uscg.mil).

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 [PPC Customer Care \(uscg.mil\)](https://uscg.mil).

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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 and relocation entitlements calculated prior to starting the Separation Order.

Required Cost Total funding types include:

- Member Travel
- Dependent Travel
- Household Good (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 \$1,000.00 as the Privately Owned Vehicles Cost Total on the Funding tab. If the member is entitled to Non-Temporary Storage, enter \$500.00 in the Non-Temporary Storage Cost Total on the Funding tab.

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 Funding tab of the Separation Order. The estimated cost is captured on the DD-2278, which is provided to the member by the Transportation Officer.

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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

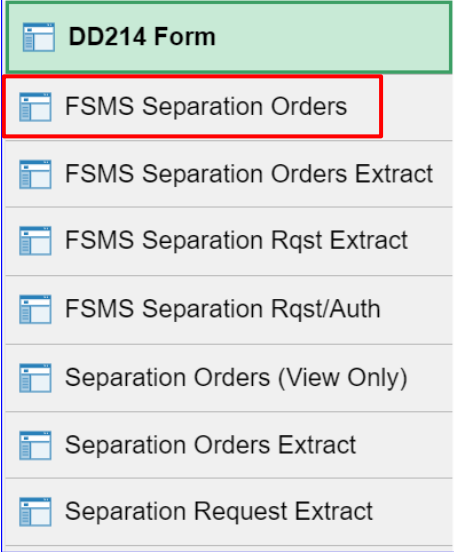
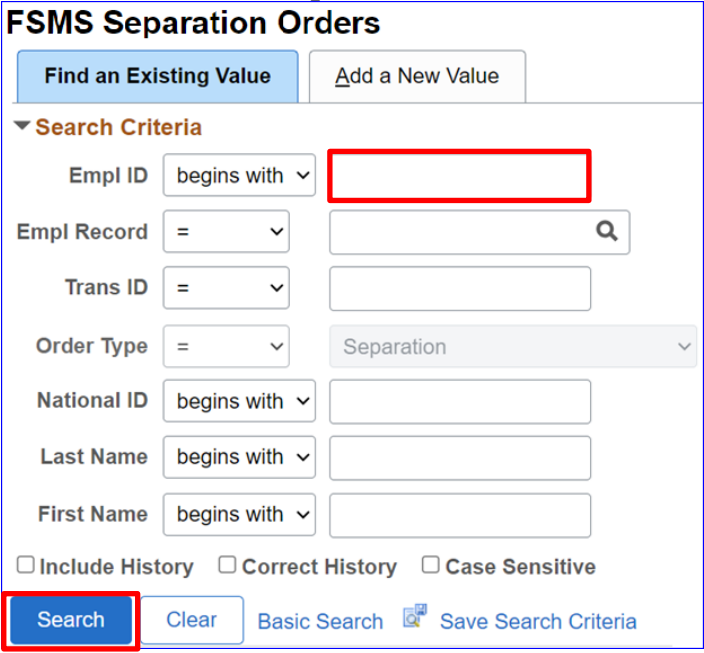
See below.

Step	Action
1	Click on the Separations tile. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">Separations</p>  </div>

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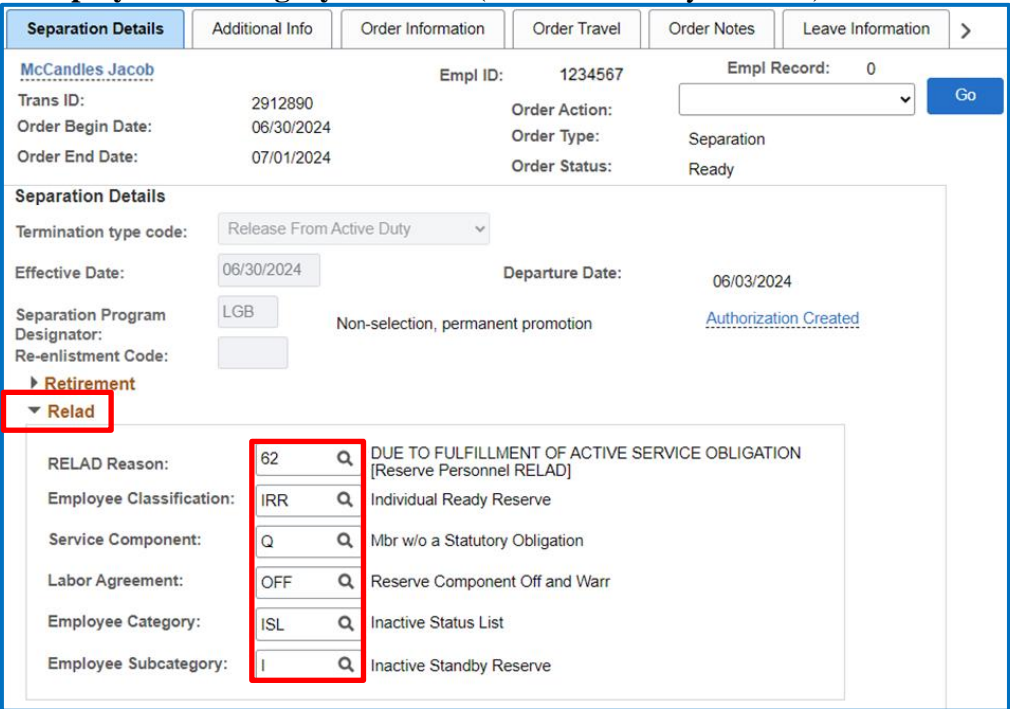
Procedures,
Continued

Step	Action
2	<p>Select the FSMS Separations Orders option.</p>  <p>The screenshot shows a list of menu items. The item 'FSMS Separation Orders' is highlighted with a red rectangular box. Other items include 'DD214 Form', 'FSMS Separation Orders Extract', 'FSMS Separation Rqst Extract', 'FSMS Separation Rqst/Auth', 'Separation Orders (View Only)', 'Separation Orders Extract', and 'Separation Request Extract'.</p>
3	<p>Separation Authority (SEPAUTH) will be entered and approved by PSC-OPM. Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'FSMS Separation Orders' search interface. It includes buttons for 'Find an Existing Value' and 'Add a New Value'. Under 'Search Criteria', there are several search fields: 'Empl ID' (with a dropdown set to 'begins with' and a red box around the input field), 'Empl Record', 'Trans ID', 'Order Type' (set to 'Separation'), 'National ID', 'Last Name', and 'First Name'. At the bottom, there are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', along with 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search' button is highlighted with a red box.</p>

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, Continued

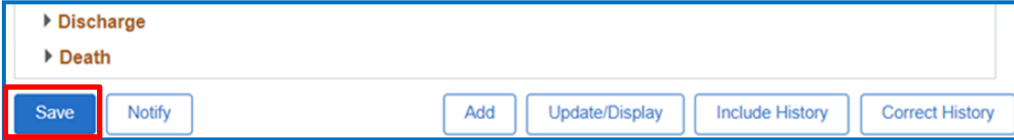
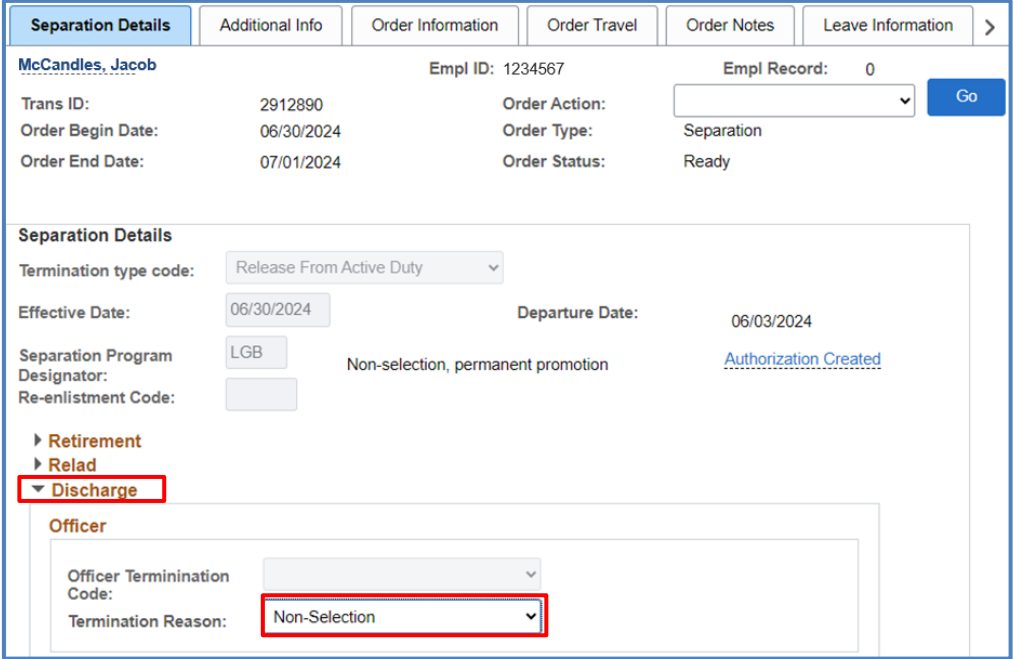
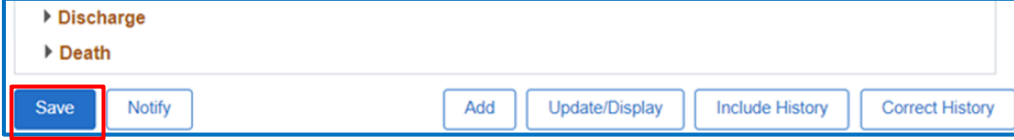
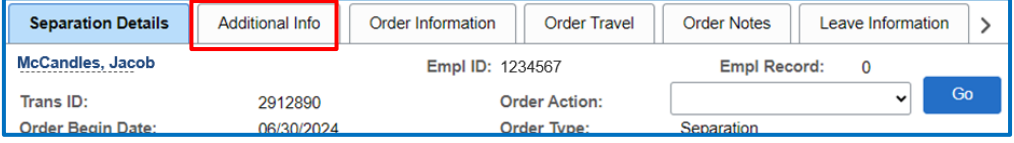
Procedures,
Continued

Step	Action
4	<p>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 62 (Due to Fulfillment of Active Service Obligation (Reserve Personnel RELAD)) • 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. Change to ISL (Inactive Status List) using the lookup icon. • Employee Subcategory – Select I (Inactive Standby Reserve). 

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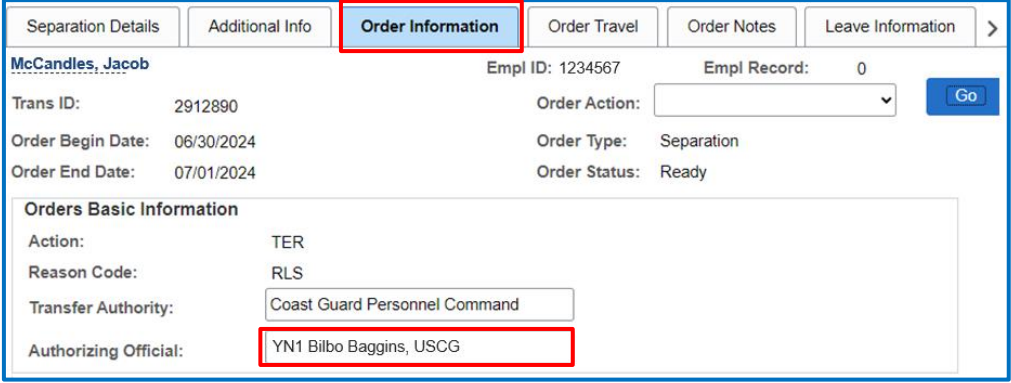
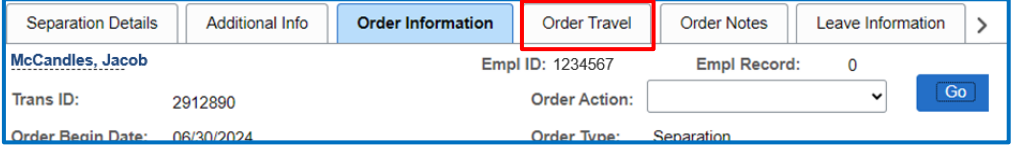
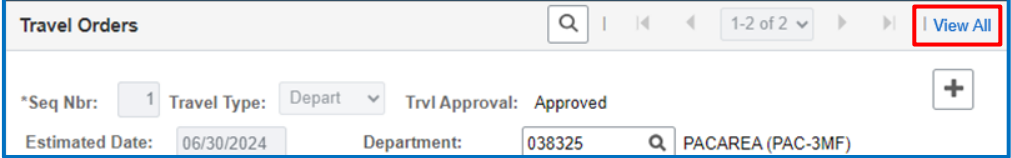
Procedures,
Continued

Step	Action
5	<p>Click Save.</p> 
6	<p>Expand the Discharge section and select Non-Selection for the Termination Reason.</p> 
7	<p>Click Save.</p> 
8	<p>Select the Additional Info tab. All information populated here will have been entered by PSC and cannot be edited.</p> 

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, Continued

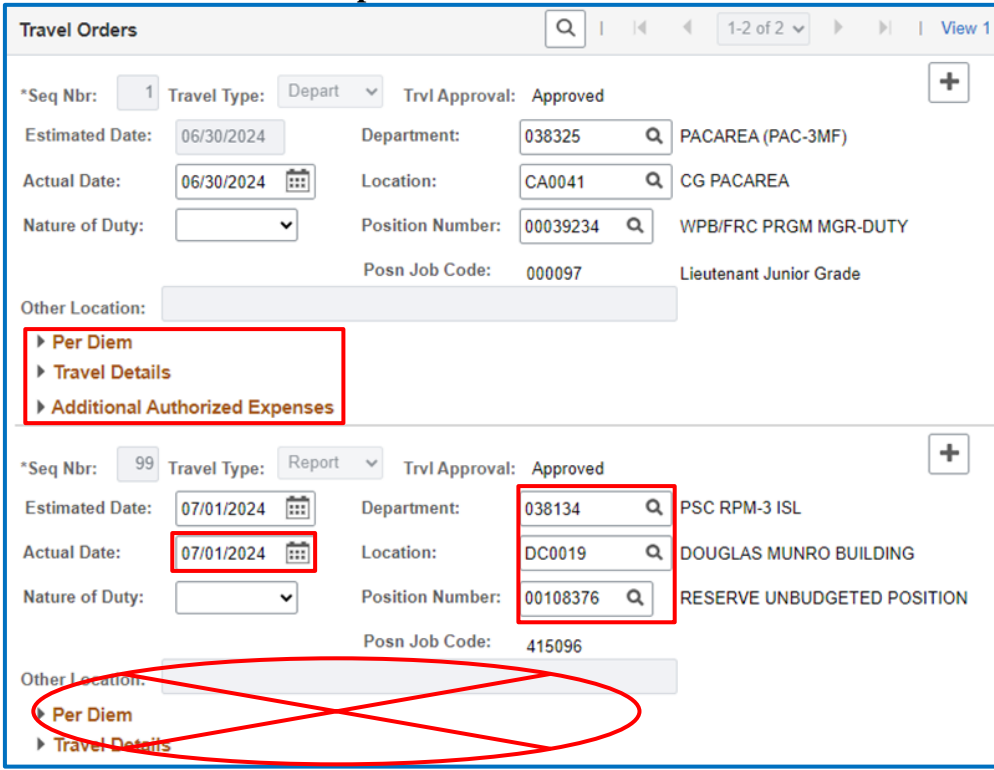
Procedures,
Continued

Step	Action
<p>9</p>	<p>Select the Order Information tab. Enter the Authorizing Official for the RELAD Orders.</p> 
<p>10</p>	<p>Select the Order Travel tab.</p> 
<p>11</p>	<p>Expand the Travel Orders section by clicking View All.</p> 

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, Continued

Procedures,
Continued

Step	Action
12	<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 (same as the Estimated Date). • Department – Enter 038134 (PSC RPM-3 ISL). • Location – Will auto populate (if not, enter DC0019). • Position Number – Enter 00108376. <p>NOTE: The Other Location field and Per Diem, Travel Details, and Additional Authorized Expenses sections are not used with RELADs.</p> 

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, 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 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.) <div data-bbox="352 981 1369 1256" style="border: 1px solid blue; padding: 5px;"> <p>▼ Delay En route</p> <table border="1" data-bbox="363 1014 1185 1104"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 06/03/2024</td> <td>06/30/2024</td> <td>Terminal Leave INCONUS</td> <td>28</td> </tr> </tbody> </table> <p>Dependents Authorized for Travel</p> <table border="1" data-bbox="363 1149 1345 1238"> <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>McCandles, Martha A</td> <td>Spouse</td> <td>Single</td> <td>04/24/2023</td> <td>N</td> <td>08/21/1992</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days	1 06/03/2024	06/30/2024	Terminal Leave INCONUS	28	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1 <input checked="" type="checkbox"/>	03	McCandles, Martha A	Spouse	Single	04/24/2023	N	08/21/1992
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<p>14</p>	<p>Click Save.</p> <div data-bbox="352 1335 1369 1440" style="border: 1px solid blue; padding: 5px;"> <p><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>																								

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, Continued

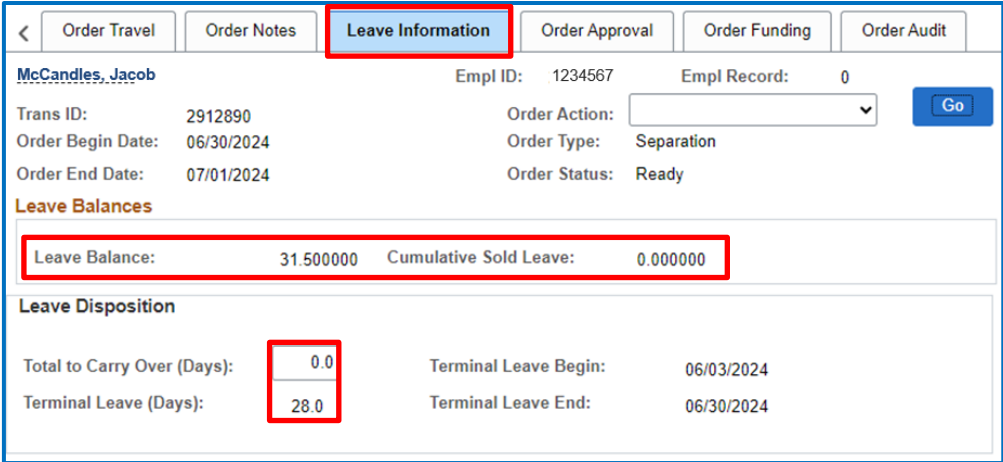
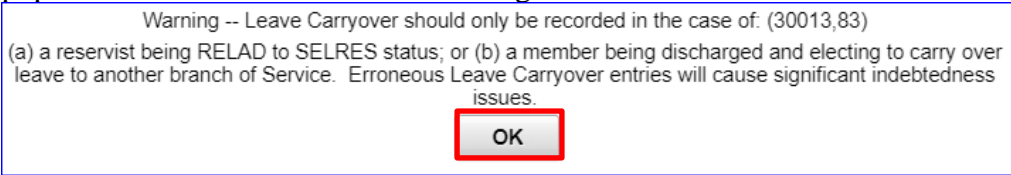

Procedures,
Continued

Step	Action
<p>15</p>	<p>Once saved, the Itinerary will update with any Delay En route entered.</p>
<p>16</p>	<p>Select the Order Notes tab.</p> <ul style="list-style-type: none"> • Contract Clause – Using the lookup, select the appropriate order notes. • Sequence Number – Indicate the sequence in which 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 Plus or Minus buttons to add or remove rows as appropriate.</p>

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Procedures,
Continued

Step	Action
<p>17</p>	<p>Select the Leave Information tab.</p> <ul style="list-style-type: none"> • 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.  <p>NOTE: This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> 
<p>18</p>	<p>Click the Continuation arrow (>) to access additional tabs.</p> 

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RELAD Reserve Officers, Twice Non-Select for Promotion, to ISL, Continued

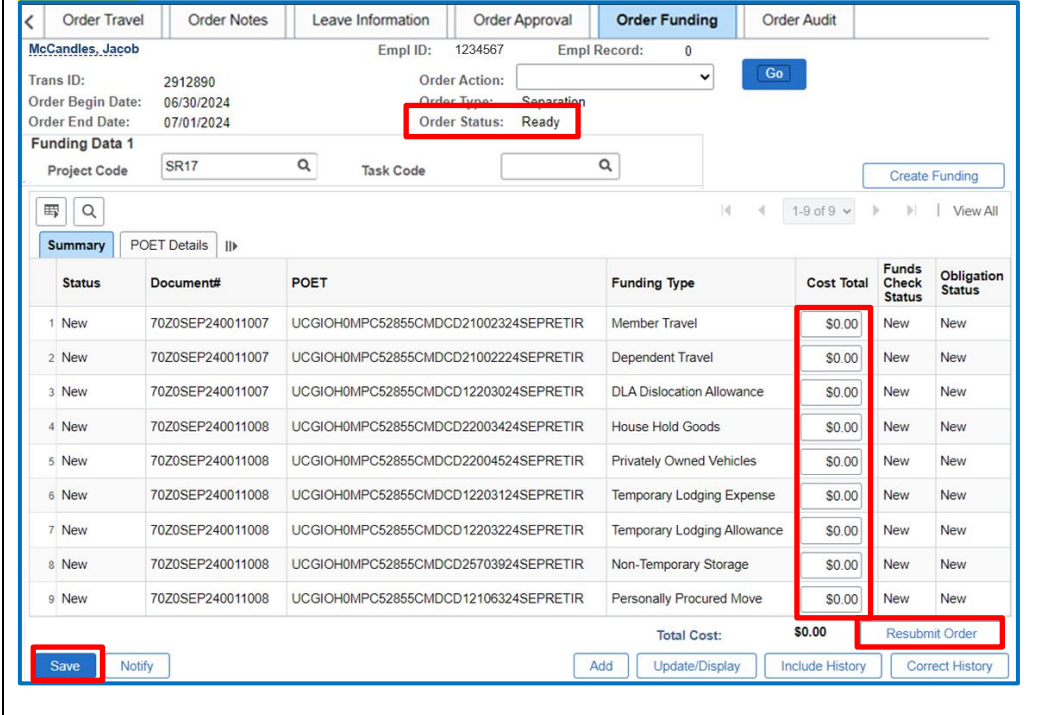
Procedures,
Continued

Step	Action														
19	<p>Select the Order Funding tab. Click Create Funding.</p> <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: McCandles, Jacob (Empl ID: 1234567, Empl Record: 0) Order Details: Trans ID: 2912890, Order Begin Date: 06/30/2024, Order End Date: 07/01/2024, Order Action: (dropdown), Order Type: Separation, Order Status: Ready. Funding Data 1: Project Code: SR17, Task Code: (input field). 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> Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History, Resubmit Order, Create Funding (highlighted), Go. 	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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Procedures,
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Step	Action																																																																						
20	<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, 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).</p> <p>NOTE 1: If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see the Estimates: Household Goods section at the beginning of this guide and update accordingly. 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 <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.</p> <p>The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. At the top, the user is identified as 'McCandles, Jacob' with Empl ID: 1234567. The 'Order Action' is set to 'Separation' and the 'Order Status' is 'Ready'. Below this, there are search fields for 'Project Code' (SR17) and 'Task Code'. A table titled 'Funding Data 1' lists 9 items, all with a 'Cost Total' of '\$0.00'. The 'Total Cost' at the bottom is '\$0.00'. The 'Resubmit Order' button is highlighted in red, along with the 'Save' button.</p> <table border="1" data-bbox="359 1422 1356 1780"> <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>70Z0SEP240011007</td> <td>UCGIOH0MPC52855CMDCCD21002324SEPRETIR</td> <td>Member Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0SEP240011007</td> <td>UCGIOH0MPC52855CMDCCD21002224SEPRETIR</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0SEP240011007</td> <td>UCGIOH0MPC52855CMDCCD12203024SEPRETIR</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD22003424SEPRETIR</td> <td>House Hold Goods</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD22004524SEPRETIR</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD12203124SEPRETIR</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD12203224SEPRETIR</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD25703924SEPRETIR</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 New</td> <td>70Z0SEP240011008</td> <td>UCGIOH0MPC52855CMDCCD12106324SEPRETIR</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP240011007	UCGIOH0MPC52855CMDCCD21002324SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP240011007	UCGIOH0MPC52855CMDCCD21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240011007	UCGIOH0MPC52855CMDCCD12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD22003424SEPRETIR	House Hold Goods	\$0.00	New	New	5 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	6 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	9 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12106324SEPRETIR	Personally Procured Move	\$0.00	New	New
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2 New	70Z0SEP240011007	UCGIOH0MPC52855CMDCCD21002224SEPRETIR	Dependent Travel	\$0.00	New	New																																																																	
3 New	70Z0SEP240011007	UCGIOH0MPC52855CMDCCD12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New																																																																	
4 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD22003424SEPRETIR	House Hold Goods	\$0.00	New	New																																																																	
5 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New																																																																	
6 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New																																																																	
7 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New																																																																	
8 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New																																																																	
9 New	70Z0SEP240011008	UCGIOH0MPC52855CMDCCD12106324SEPRETIR	Personally Procured Move	\$0.00	New	New																																																																	