

RELAD w/ SEP Request – AD Officers & Members on EAD

Introduction This guide provides the procedures for completing RELAD orders in Direct Access when a Separation Request was entered by PSC. 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).

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).

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.

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.

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 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. If this date changed, submit a trouble ticket through [PPC Customer Care](#) for correction.

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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 & 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 (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.

**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.**

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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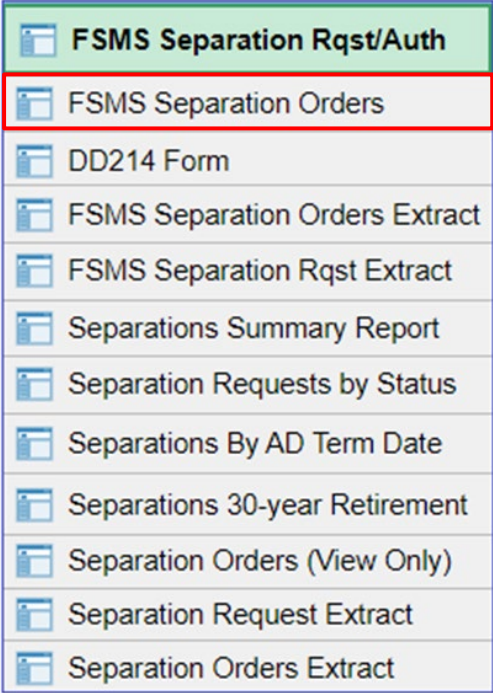
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Orders Integration Process

After the order has been placed into a Ready status, the order will be picked up by the Orders Integration Process (OIP) a few days before their separation date. OIP will build the termination Job row and put the order into a Finished status.

Routing a SEP order for approval **after** it is placed in a Ready status will result in an error stating: *Could not find order approval for EMPLID 1234567. The approval request will need to be withdrawn to let the OIP process run successfully.*

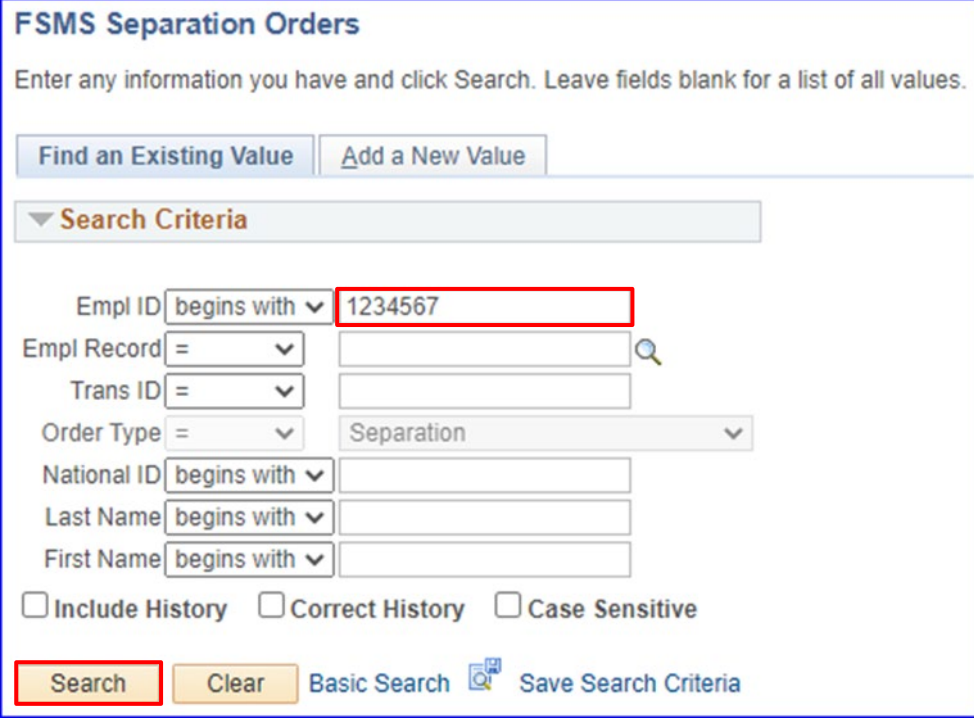
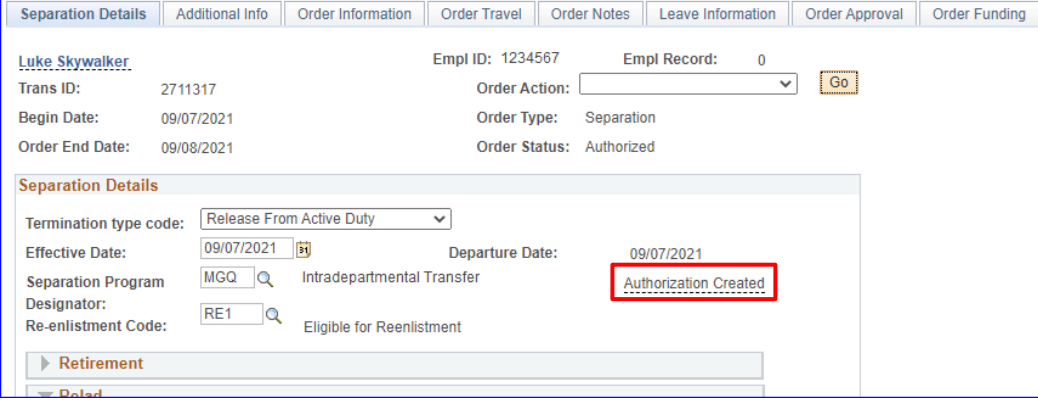
Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p>  <p>Then select the FSMS Separation Orders option.</p> 

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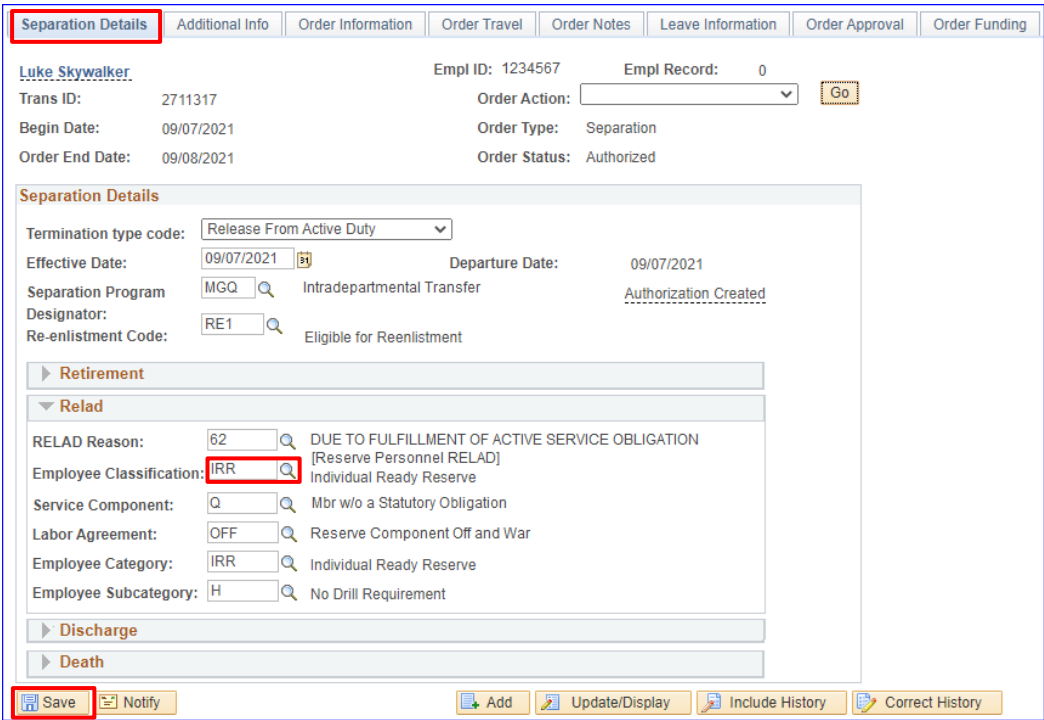
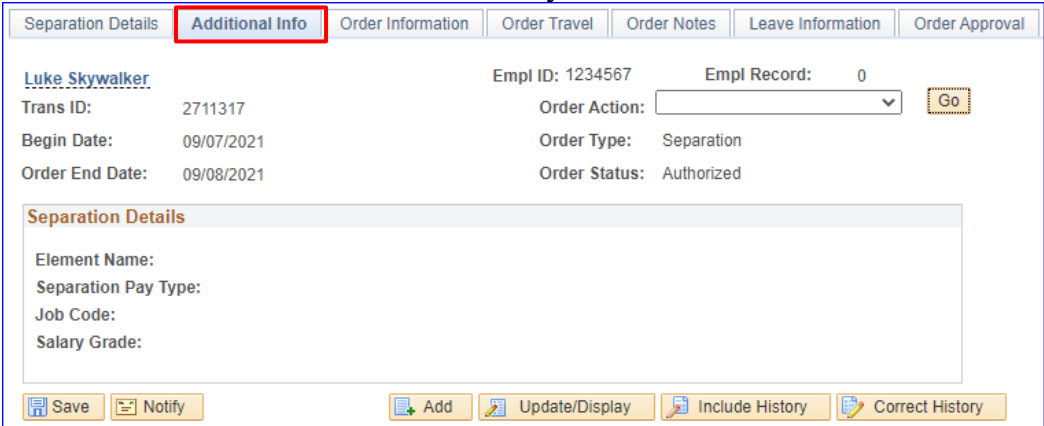
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p>  <p>FSMS Separation Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record =</p> <p>Trans ID =</p> <p>Order Type = Separation</p> <p>National ID begins with</p> <p>Last Name begins with</p> <p>First Name begins with</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
3	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, ensure the Sep Request has been completed and approved (See the Airport Terminal user guide). Notice the Authorization Created link. Click on it to view/print the Separation Authorization.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding</p> <p>Luke Skywalker Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2711317 Order Action: [dropdown] Go</p> <p>Begin Date: 09/07/2021 Order Type: Separation</p> <p>Order End Date: 09/08/2021 Order Status: Authorized</p> <p>Separation Details</p> <p>Termination type code: Release From Active Duty</p> <p>Effective Date: 09/07/2021 Departure Date: 09/07/2021</p> <p>Separation Program: MGQ Intradepartmental Transfer Authorization Created</p> <p>Designator: RE1</p> <p>Re-enlistment Code: Eligible for Reenlistment</p> <p>Retirement</p>

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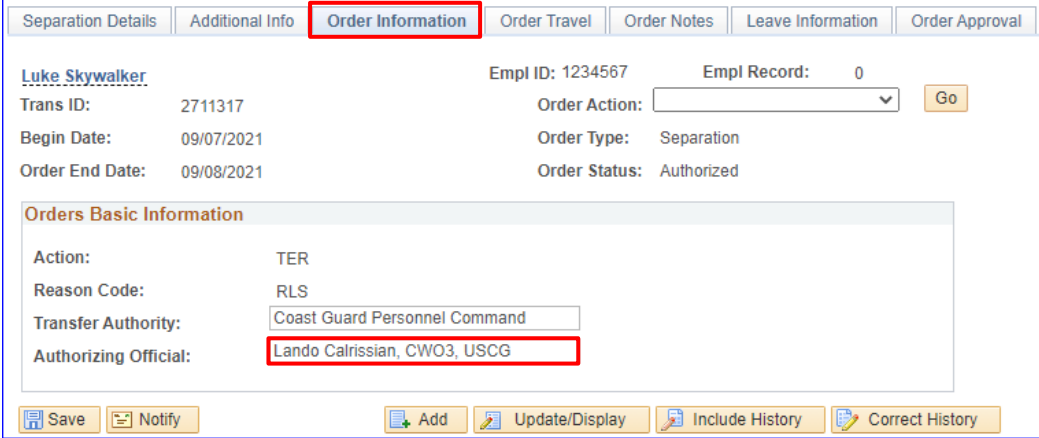
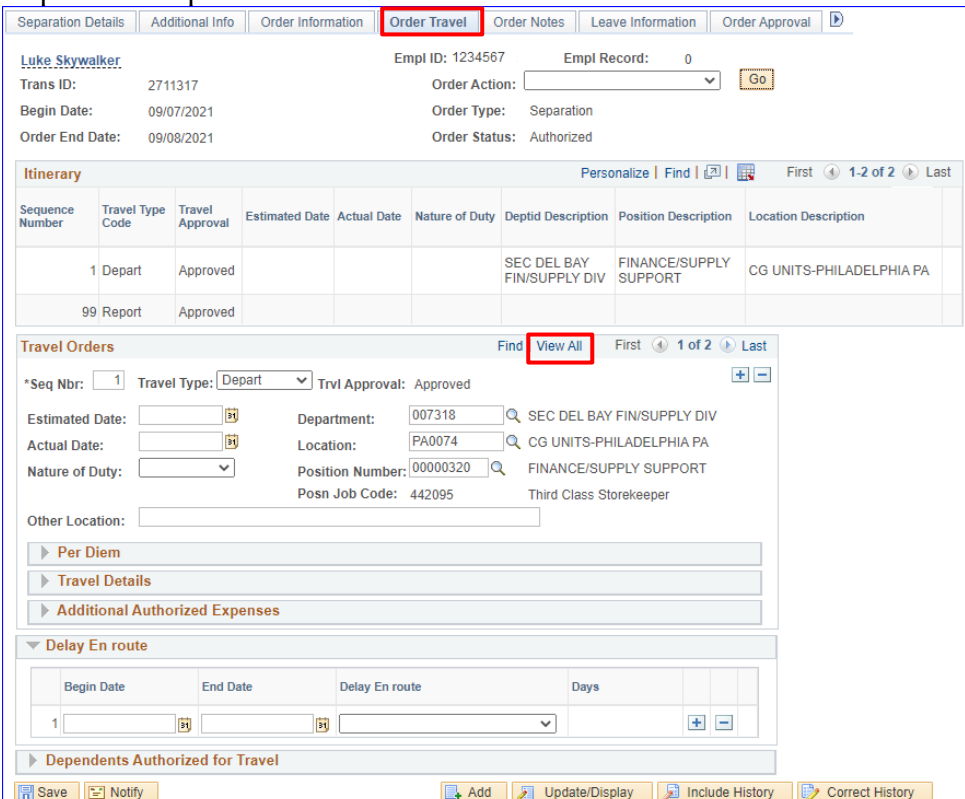
Procedures,
continued

Step	Action
<p>4</p>	<p>On the Separations Details tab: Scroll down to the Relad section and complete based on the member’s intentions. Using the Lookup, ensure the Employee Classification is changed from AD/EAD to a Reserve option.</p> <p>Click Save.</p> 
<p>5</p>	<p>Select the Additional Info tab.</p> <p>All the information on this tab is entered by PSC and cannot be edited.</p> 

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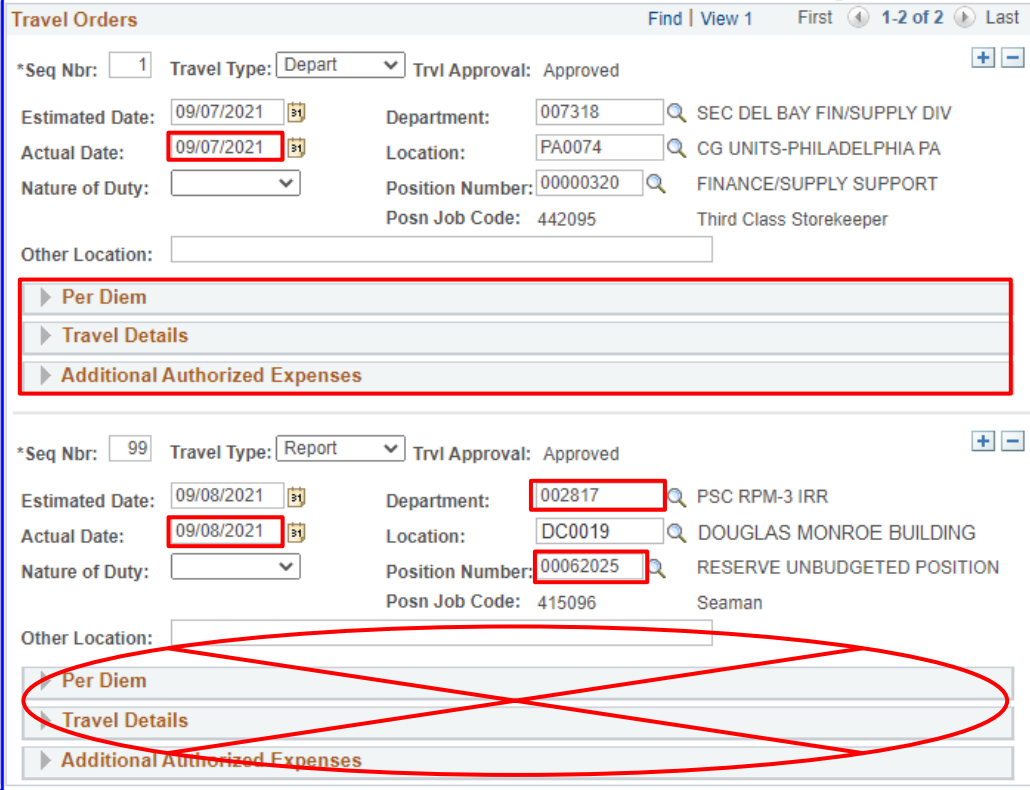
Procedures,
continued

Step	Action
6	<p>Select the Order Information tab.</p> <p>Enter the Authorizing Official.</p> 
7	<p>Select the Order Travel tab.</p> <p>Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows.</p> 

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Procedures,
continued

Step	Action
8	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> • Enter the Actual Date (same as estimated). • Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member. <p>Seq Nbr 99, 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. 

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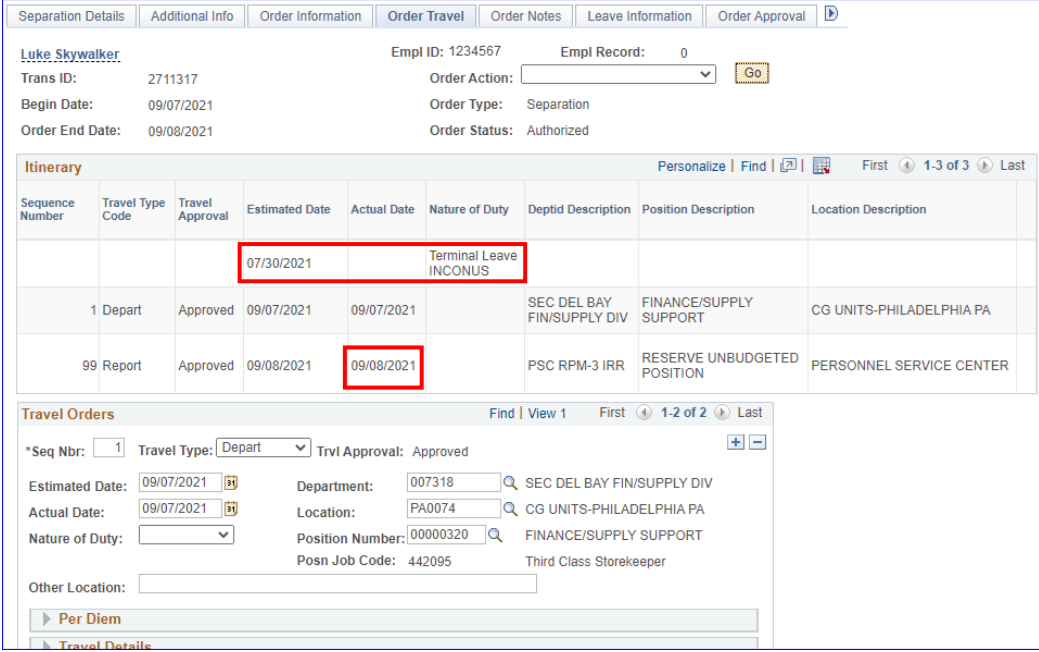
Procedures,
continued

Step	Action																								
<p>9</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>NOTE: SPOs/(PSI)P&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> <div data-bbox="327 779 1369 969" 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>10</p>	<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 do not auto-populate, use the Dep/Benef Lookup, and select each one, as appropriate. <p>Click Save.</p> <div data-bbox="327 1272 1369 1503" 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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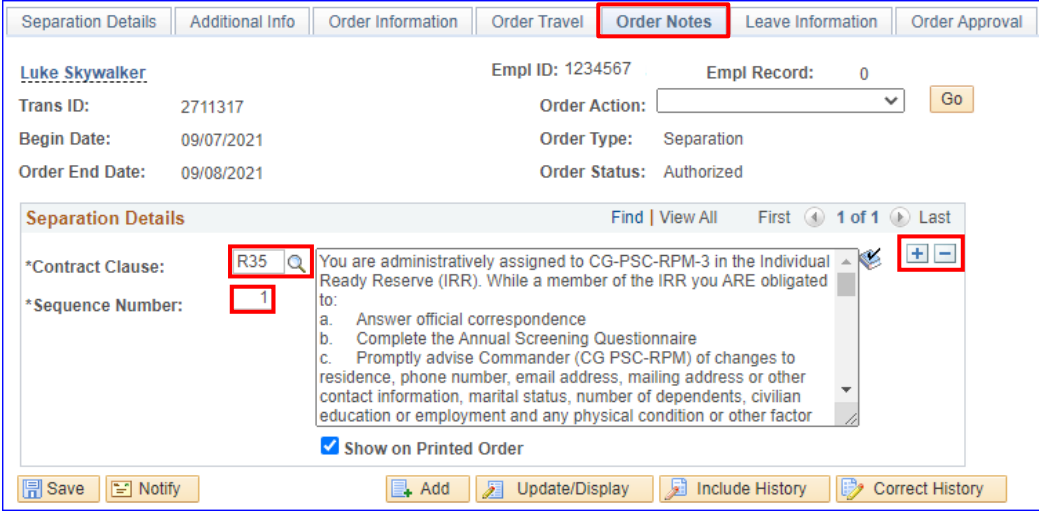
Procedures, continued

Step	Action																																				
11	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p>  <p>The screenshot displays a separation request for Luke Skywalker (Empl ID: 1234567). The 'Itinerary' table shows a 'Terminal Leave INCONUS' on 07/30/2021 and a report on 09/08/2021. The 'Travel Orders' section shows details for a departure on 09/07/2021 to Philadelphia, PA.</p> <table border="1"> <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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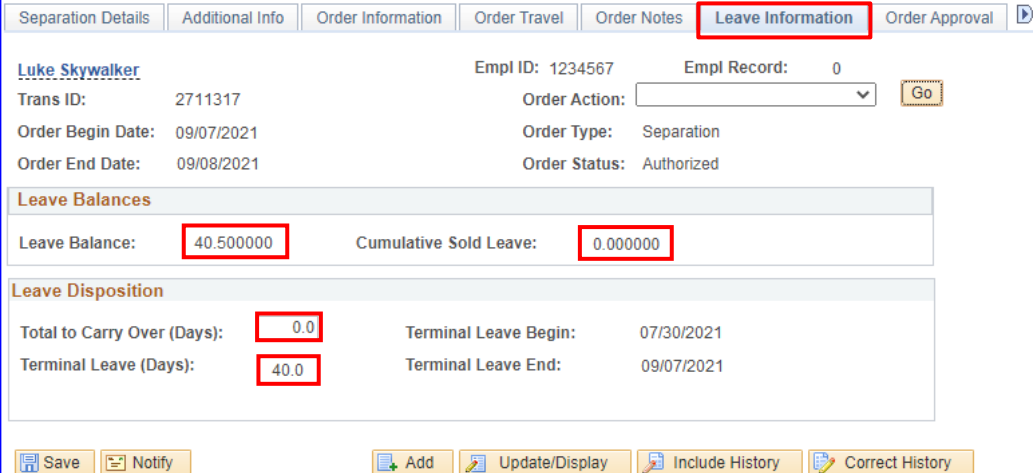
Procedures,
continued

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

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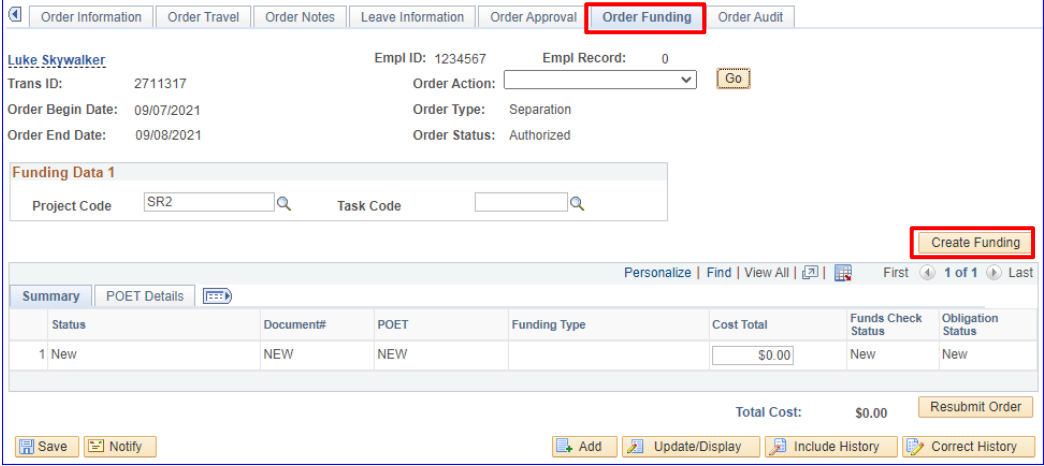
Procedures,
continued

Step	Action
13	<p>Select the Leave Information tab.</p> <p>Notice the Terminal Leave (Days) entered in the Delay En route section 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 (if any). • 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: <ul style="list-style-type: none"> ▪ 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>This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> <div style="border: 1px solid black; padding: 5px;"> <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 style="text-align: center;">OK</p> </div>

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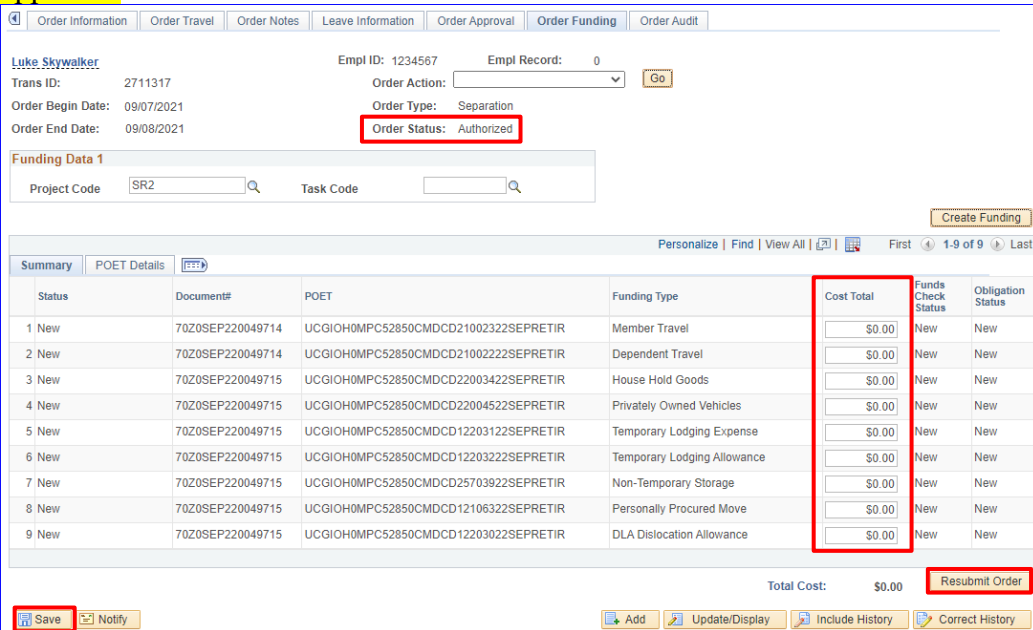
Procedures,
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Step	Action
14	<p>Select the Order Funding tab.</p> <p>Click Create Funding.</p> 

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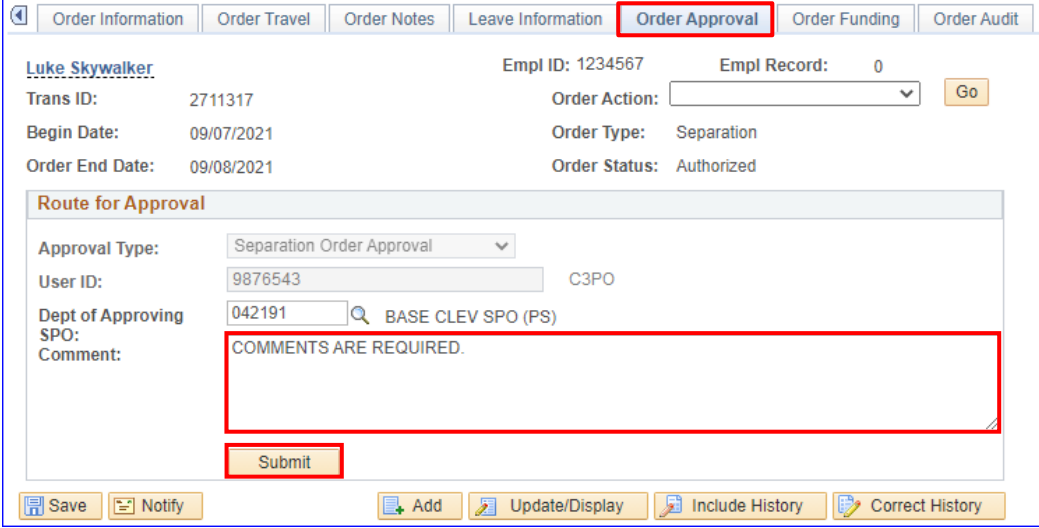
Procedures, continued

Step	Action																																																																						
15	<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 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. 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 16. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab with the following details:</p> <ul style="list-style-type: none"> Order Information: Luke Skywalker, Empl ID: 1234567, Empl Record: 0 Order Action: [Dropdown] Order Type: Separation Order Status: Authorized Order Begin Date: 09/07/2021 Order End Date: 09/08/2021 <p>The 'Funding Data' table is as follows:</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>UCGIOH0MPC52850CMDCCD21002322SEPRETIR</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>UCGIOH0MPC52850CMDCCD21002222SEPRETIR</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>UCGIOH0MPC52850CMDCCD22003422SEPRETIR</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>UCGIOH0MPC52850CMDCCD22004522SEPRETIR</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>UCGIOH0MPC52850CMDCCD12203122SEPRETIR</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>UCGIOH0MPC52850CMDCCD12203222SEPRETIR</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>UCGIOH0MPC52850CMDCCD25703922SEPRETIR</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>UCGIOH0MPC52850CMDCCD12106322SEPRETIR</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>UCGIOH0MPC52850CMDCCD12203022SEPRETIR</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	UCGIOH0MPC52850CMDCCD21002322SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP220049714	UCGIOH0MPC52850CMDCCD21002222SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD22003422SEPRETIR	House Hold Goods	\$0.00	New	New	4 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD22004522SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD12203122SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD12203222SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD25703922SEPRETIR	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD12106322SEPRETIR	Personally Procured Move	\$0.00	New	New	9 New	70Z0SEP220049715	UCGIOH0MPC52850CMDCCD12203022SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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RELAD w/ SEP Request – AD Officers & Members on EAD,
Continued

Procedures,
continued

Step	Action
<p>16</p>	<p>Select the Order Approval tab.</p> <p>Enter Comments (required), then click Submit.</p> 
<p>17</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>NOTE: SPOs/(PSI)P&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> 