

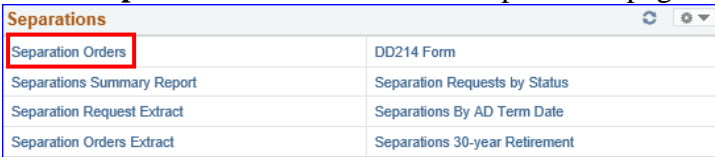
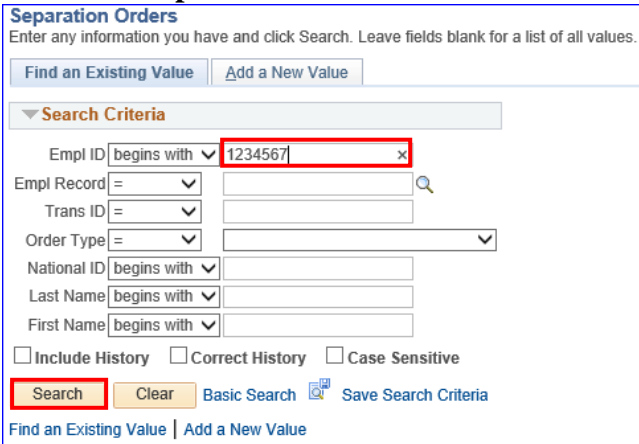
# RELAD with Sep Request - AD Officers & Members on EAD

**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). See Chapter 5D of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#) for additional information.

**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.

**Orders Integration Process** Once approved, they will be picked up on the Orders Integration Process around 4-5 days (if possible) before their Separation date. This will build the termination job row and put the orders in a finished status.

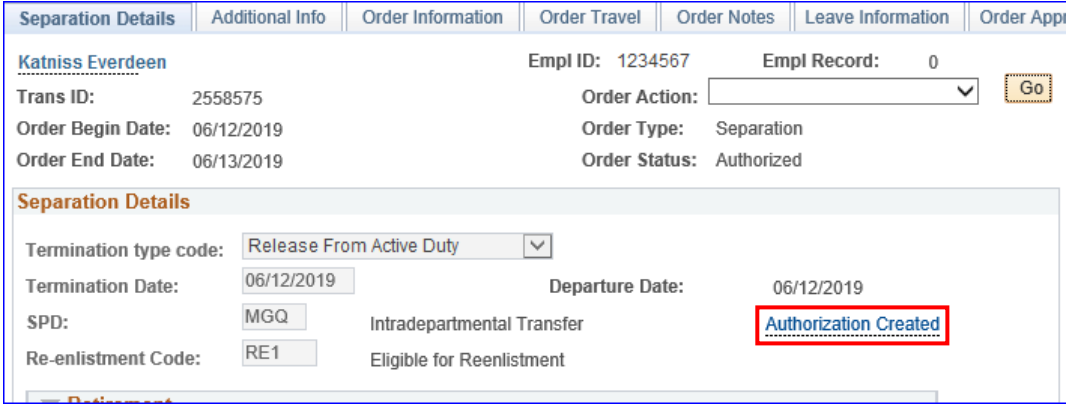
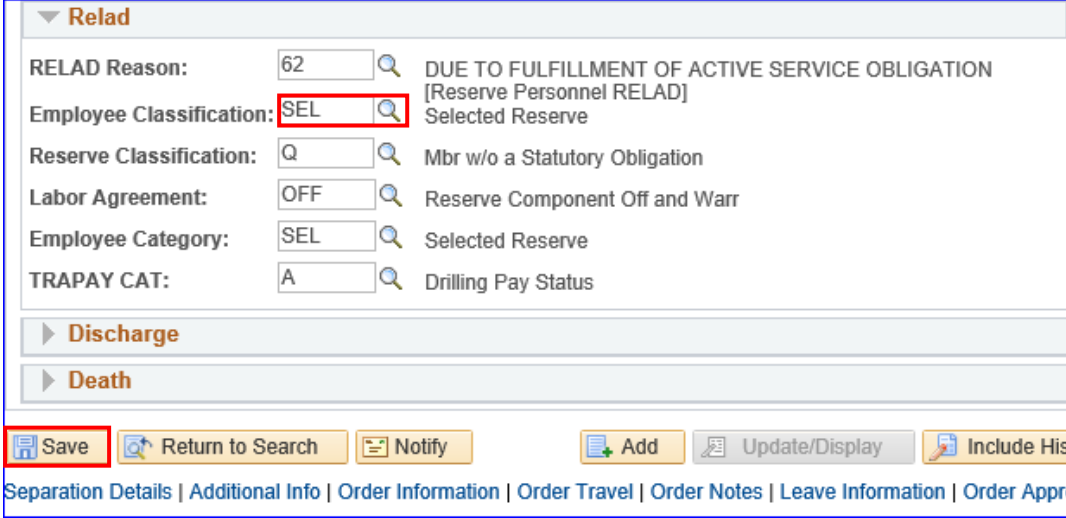
**Procedures** See below.

Step	Action								
1	<p>Select <b>Separation Orders</b> from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table containing the following items:</p> <table border="1"> <tr> <td>Separation Orders</td> <td>DD214 Form</td> </tr> <tr> <td>Separations Summary Report</td> <td>Separation Requests by Status</td> </tr> <tr> <td>Separation Request Extract</td> <td>Separations By AD Term Date</td> </tr> <tr> <td>Separation Orders Extract</td> <td>Separations 30-year Retirement</td> </tr> </table>	Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separation Orders Extract	Separations 30-year Retirement
Separation Orders	DD214 Form								
Separations Summary Report	Separation Requests by Status								
Separation Request Extract	Separations By AD Term Date								
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2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'Separation Orders' search form with the following fields and options:</p> <ul style="list-style-type: none"> <li>Buttons: Find an Existing Value, Add a New Value</li> <li>Section: Search Criteria</li> <li>Empl ID: begins with [1234567] x</li> <li>Empl Record: [=] [ ]</li> <li>Trans ID: [=] [ ]</li> <li>Order Type: [=] [ ]</li> <li>National ID: begins with [ ]</li> <li>Last Name: begins with [ ]</li> <li>First Name: begins with [ ]</li> <li>Options: <input type="checkbox"/> Include History, <input type="checkbox"/> Correct History, <input type="checkbox"/> Case Sensitive</li> <li>Buttons: Search (highlighted), Clear, Basic Search, Save Search Criteria</li> <li>Footer: Find an Existing Value   Add a New Value</li> </ul>								

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

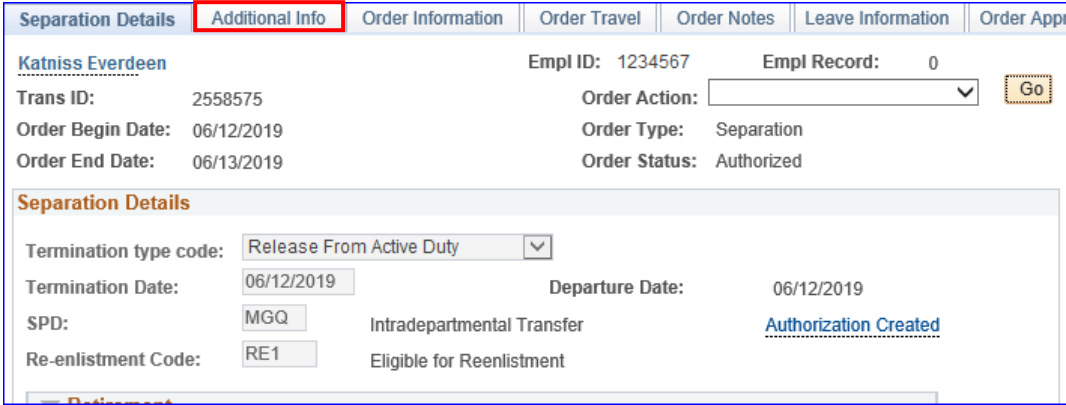
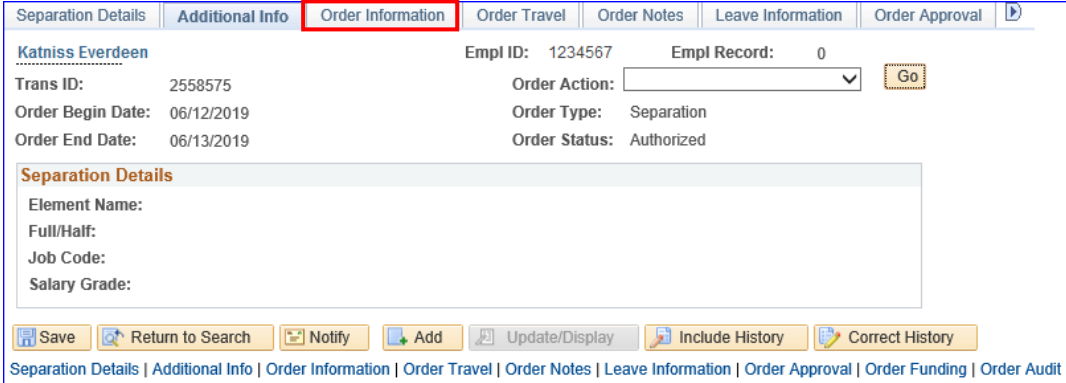
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure the Sep Request has been completed and approved (See the <a href="#">Airport Terminal</a> user guide). Click the <b>Authorization Created</b> link to view and print the Separation Authorization.</p> <p>Now scroll down the page to the Relad section.</p>  <p>The screenshot shows a user interface with tabs: Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, and Order Appro. The main content area displays details for 'Katniss Everdeen' with Empl ID: 1234567 and Empl Record: 0. Fields include Trans ID: 2558575, Order Begin Date: 06/12/2019, and Order End Date: 06/13/2019. The Order Action is set to 'Separation' and the Order Status is 'Authorized'. Under the 'Separation Details' section, the Termination type code is 'Release From Active Duty', Termination Date is '06/12/2019', and Departure Date is '06/12/2019'. The SPD is 'MGQ' and Re-enlistment Code is 'RE1'. A link labeled 'Authorization Created' is highlighted with a red box.</p>
<p><b>4</b></p>	<p>Fill out the Relad section based on the member's intentions. Make sure the <b>Employee Classification</b> is changed from AD/EAD to a Reserve option (use lookup).</p> <p>Click <b>Save</b>.</p>  <p>The screenshot shows the 'Relad' section with several dropdown menus and search icons. The 'RELAD Reason' is '62' with a search icon. The 'Employee Classification' is 'SEL' with a search icon and is highlighted with a red box. Other fields include 'Reserve Classification' (Q), 'Labor Agreement' (OFF), 'Employee Category' (SEL), and 'TRAPAY CAT' (A). Below the dropdowns are sections for 'Discharge' and 'Death'. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include His'. The navigation bar at the bottom includes links for Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, and Order Appro.</p>

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

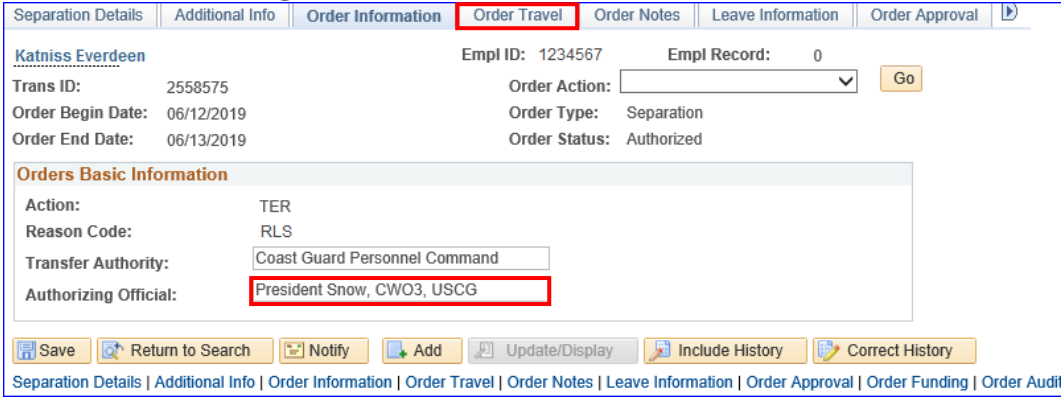
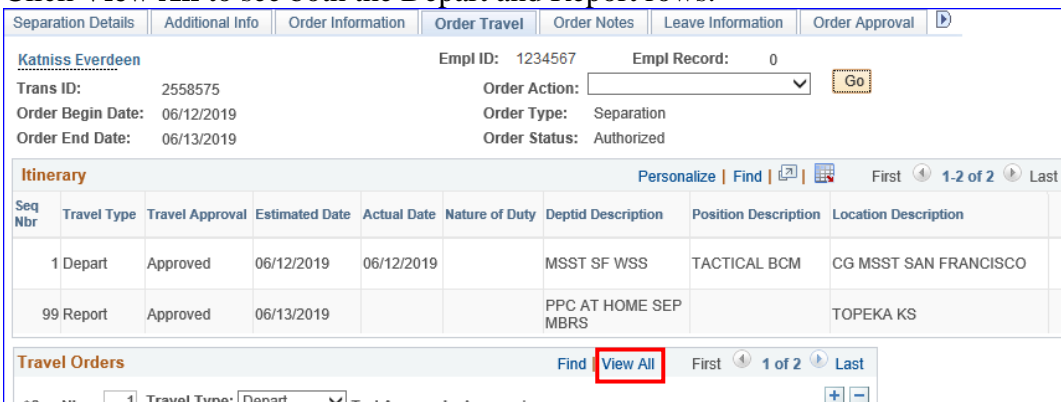
Procedures,  
continued

Step	Action
5	<p>Select the <b>Additional Info</b> tab.</p> 
6	<p>Any information on this tab was input by PSC and cannot be edited. Select the <b>Order Information</b> tab.</p> 

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

Procedures,  
continued

Step	Action																											
7	<p>Enter the <b>Authorizing Official</b> and then select the <b>Order Travel</b> tab.</p>  <p>Separation Details   Additional Info   Order Information   <b>Order Travel</b>   Order Notes   Leave Information   Order Approval</p> <p>Katniss Everdeen Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2558575 Order Action: [dropdown] Go</p> <p>Order Begin Date: 06/12/2019 Order Type: Separation</p> <p>Order End Date: 06/13/2019 Order Status: Authorized</p> <p><b>Orders Basic Information</b></p> <p>Action: TER</p> <p>Reason Code: RLS</p> <p>Transfer Authority: Coast Guard Personnel Command</p> <p>Authorizing Official: <b>President Snow, CWO3, USCG</b></p> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p> <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Information   Order Approval   Order Funding   Order Audit</p>																											
8	<p>Click <b>View All</b> to see both the Depart and Report rows.</p>  <p>Separation Details   Additional Info   Order Information   <b>Order Travel</b>   Order Notes   Leave Information   Order Approval</p> <p>Katniss Everdeen Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2558575 Order Action: [dropdown] Go</p> <p>Order Begin Date: 06/12/2019 Order Type: Separation</p> <p>Order End Date: 06/13/2019 Order Status: Authorized</p> <p><b>Itinerary</b> Personalize Find 1-2 of 2 Last</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>06/12/2019</td> <td>06/12/2019</td> <td></td> <td>MSST SF WSS</td> <td>TACTICAL BCM</td> <td>CG MSST SAN FRANCISCO</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/13/2019</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table> <p><b>Travel Orders</b> Find <b>View All</b> First 1 of 2 Last</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	06/12/2019	06/12/2019		MSST SF WSS	TACTICAL BCM	CG MSST SAN FRANCISCO	99	Report	Approved	06/13/2019			PPC AT HOME SEP MBRS		TOPEKA KS
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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

Procedures,  
continued

Step	Action
9	<p>Depart row:</p> <ul style="list-style-type: none"> <li>Click on the arrows to expand the <b>Per Diem</b>, <b>Travel Details</b>, and/or the <b>Additional Authorized Expenses</b> sections to add specific entitlements for the separating member.</li> </ul> <p>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 Dept ID #002817 and Posn #00062025.</li> <li>The <b>Other Location</b>, <b>Per Diem</b>, <b>Travel Details</b>, and <b>Additional Authorized Expenses</b> sections that won't be used for RELADs.</li> </ul> <div data-bbox="316 954 1385 1780" style="border: 1px solid black; padding: 5px;"> <p><b>Travel Orders</b> Find   View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 06/12/2019 Department: 038597 MSST SF WSS              Actual Date: 06/12/2019 Location: CA0421 CG MSST SAN FRANCISCO              Nature of Duty: Position Number: 00070873 TACTICAL BCM              Posn Job Code: 480095 Third Class Maritime Enf Spec              Other Location: PPC AT HOME SEP MBRS</p> <p>▶ Per Diem              ▶ Travel Details              ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 06/13/2019 Department: 038597 MSST SF WSS              Actual Date: 06/13/2019 Location: CA0421 CG MSST SAN FRANCISCO              Nature of Duty: Position Number: 00070873 TACTICAL BCM              Posn Job Code: 480095 Third Class Maritime Enf Spec              Other Location:</p> <p>▶ Per Diem              ▶ Travel Details              ▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> </div>

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

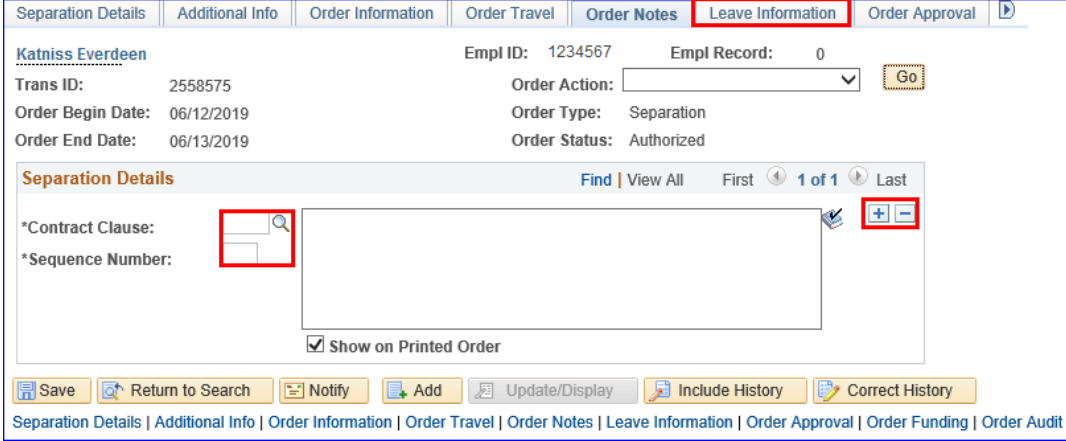
Procedures,  
continued

Step	Action
<p><b>10</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. <b>Terminal Leave (INCONUS/OUTCONUS) MUST</b> be the last entry for the Delay En Route section.</li> </ul> <p>Dependents Authorized for Travel (if any):</p> <ul style="list-style-type: none"> <li>Select the <b>Auth for Travel</b> box for the appropriate dependents.</li> <li>If they don't auto-populate, use the <b>Dep/Benef</b> lookup to find and select each one.</li> </ul> <p>Click <b>Save</b>.</p>  <p><b>NOTE: SPOs 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.</b></p>
<p><b>11</b></p>	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the Itinerary section. Select the <b>Order Notes</b> tab.</p> 

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

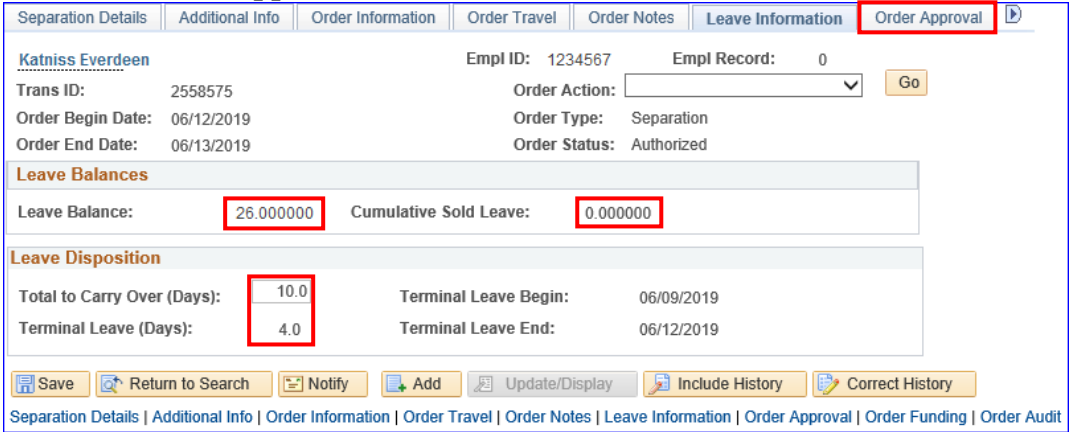
Procedures,  
continued

Step	Action
12	<p>Enter the appropriate <b>Contract Clause(s)</b> (order note(s)) from the lookup icon and edit as necessary. Use the <b>Plus</b> and <b>Minus</b> buttons as necessary. Enter a <b>Sequence Number(s)</b> to identify how they will appear on the orders. Select the <b>Leave Information</b> tab.</p> 

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

Procedures,  
continued

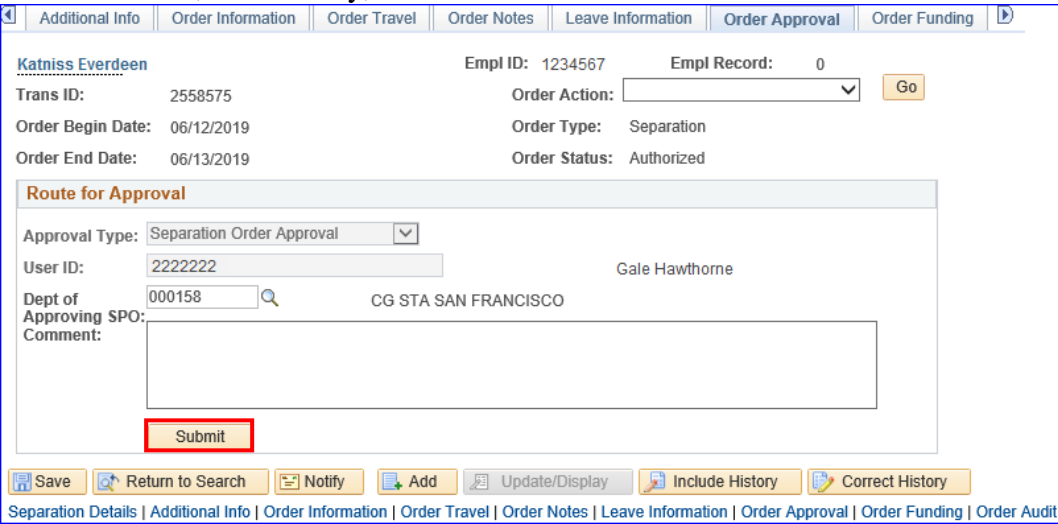
Step	Action
13	<p>Notice that the <b>Terminal Leave (Days)</b> entered on an earlier tab is reflected here. Any remaining <b>Leave Balance</b> (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – Balance as of current pay/absence calendar.</li> <li>• <b>Cumulative Sold Leave</b> – Number of leave days sold in the member's military career.</li> <li>• <b>Total to Carry Over (Days)</b> – Defaults to 0. Used only if the member requests it and will be subtracted from the leave available to sell. Use this for members wishing to carry over leave to another branch of the service or if the member is immediately being rehired (with no break).</li> <li>• <b>Terminal Leave (Days)</b> – Sum of terminal leave days specified on the Order travel tab.</li> </ul> <p>Select the <b>Order Approval</b> tab.</p> 

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# RELAD with Sep Request - AD Officers & Members on EAD, Continued

Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>Add comments, if necessary, then click <b>Submit</b>.</p> 
<p><b>15</b></p>	<p>Once submitted, the Separations Orders are <b>Pending</b> approval.</p> 