

RELAD with Sep Request - AD Officers & Members on EAD

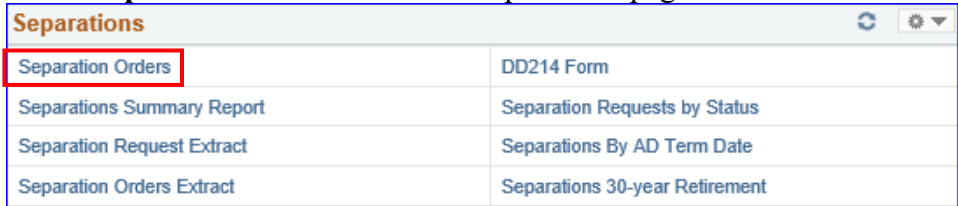
Introduction This guide provides the procedures for completing RELAD orders in Direct Access when a Separation Request was entered by PSC. All Long-Term Reserve Orders should be RELAD to the IRR except for Involuntary Title 10 orders and members attached to a PSU (unless they applied and received an 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.

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

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.

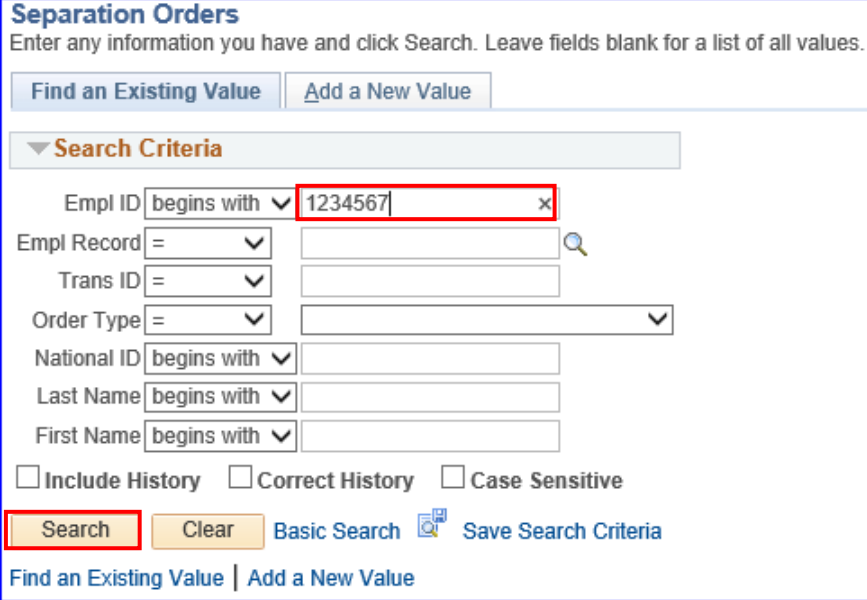
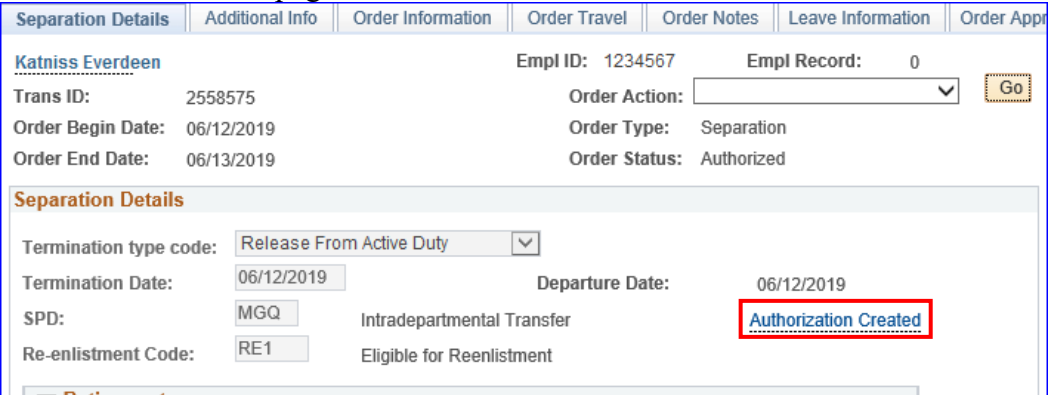
Procedures See below.

Step	Action								
1	<p>Select Separation Orders 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								
Separation Orders Extract	Separations 30-year Retirement								

Continued on next page

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













Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Search.</p>  <p>Separation Orders 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 <input type="text" value="1234567"/> x</p> <p>Empl Record = <input type="text"/></p> <p>Trans ID = <input type="text"/></p> <p>Order Type = <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>First Name begins with <input type="text"/></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> <p>Find an Existing Value Add a New Value</p>
3	<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 Airport Terminal user guide). Click the Authorization Created link to view and print the Separation Authorization.</p> <p>Now scroll down the page to the Relad section.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Appr</p> <p>Katniss Everdeen Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2558575 Order Action: <input type="text"/> 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>Separation Details</p> <p>Termination type code: Release From Active Duty</p> <p>Termination Date: 06/12/2019 Departure Date: 06/12/2019</p> <p>SPD: MGQ Intradepartmental Transfer Authorization Created</p> <p>Re-enlistment Code: RE1 Eligible for Reenlistment</p>

Continued on next page

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

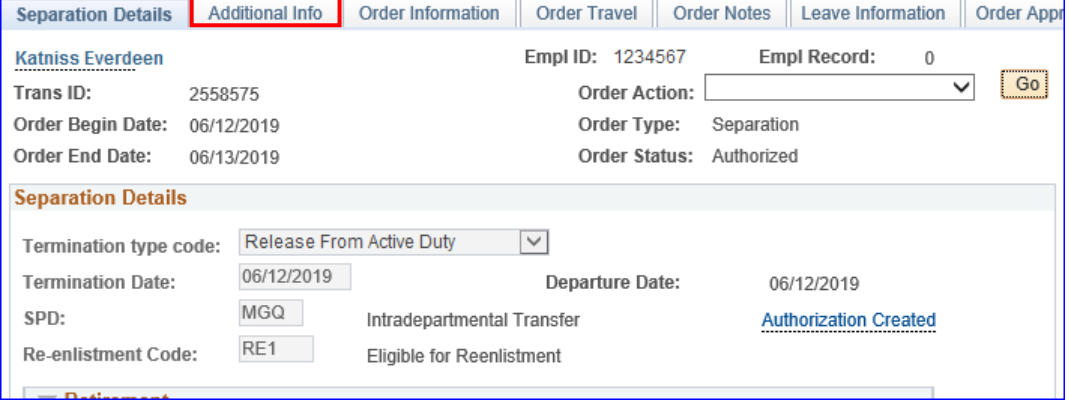
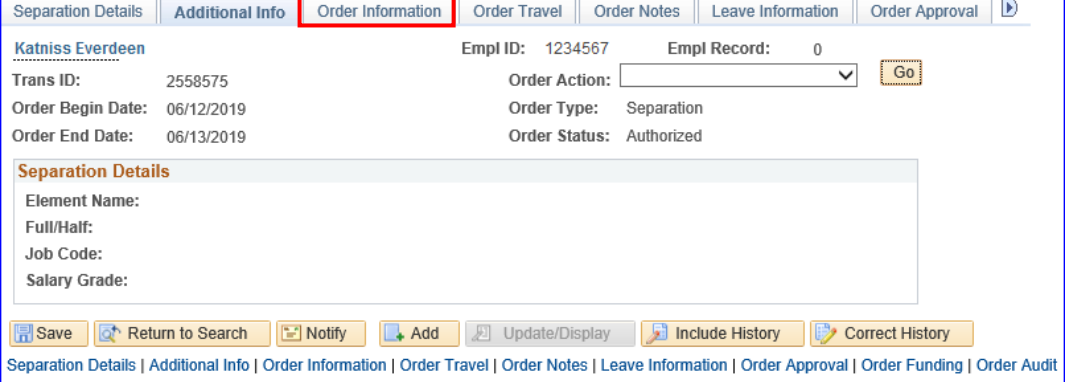
Procedures,
continued

Step	Action
4	<p>Fill out the Relad section based on the member's intentions. Make sure the Employee Classification is changed from AD/EAD to a Reserve option (use lookup).</p> <p>Click Save.</p> <div data-bbox="300 703 1350 1211" style="border: 1px solid black; padding: 5px;"> <p>Relad</p> <p>RELAD Reason: <input type="text" value="62"/>  DUE TO FULFILLMENT OF ACTIVE SERVICE OBLIGATION [Reserve Personnel RELAD]</p> <p>Employee Classification: <input style="border: 2px solid red;" type="text" value="SEL"/>  Selected Reserve</p> <p>Reserve Classification: <input type="text" value="Q"/>  Mbr w/o a Statutory Obligation</p> <p>Labor Agreement: <input type="text" value="OFF"/>  Reserve Component Off and Warr</p> <p>Employee Category: <input type="text" value="SEL"/>  Selected Reserve</p> <p>TRAPAY CAT: <input type="text" value="A"/>  Drilling Pay Status</p> <hr/> <p>Discharge</p> <hr/> <p>Death</p> <hr/> <p> Save  Return to Search  Notify  Add  Update/Display  Include His</p> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Appr</p> </div>

Continued on next page

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

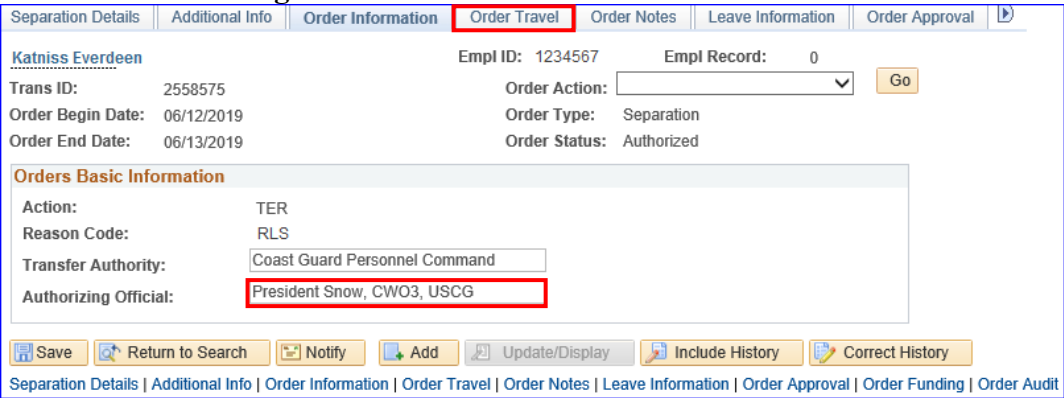
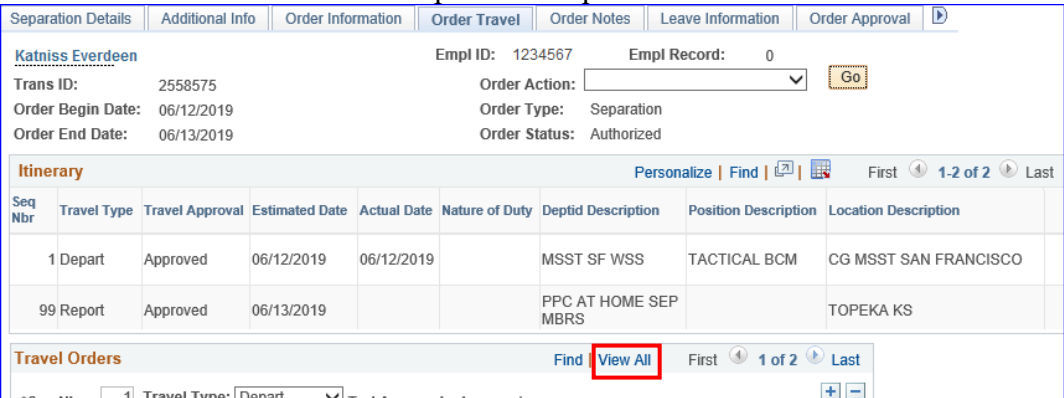
Procedures,
continued

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

Continued on next page

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

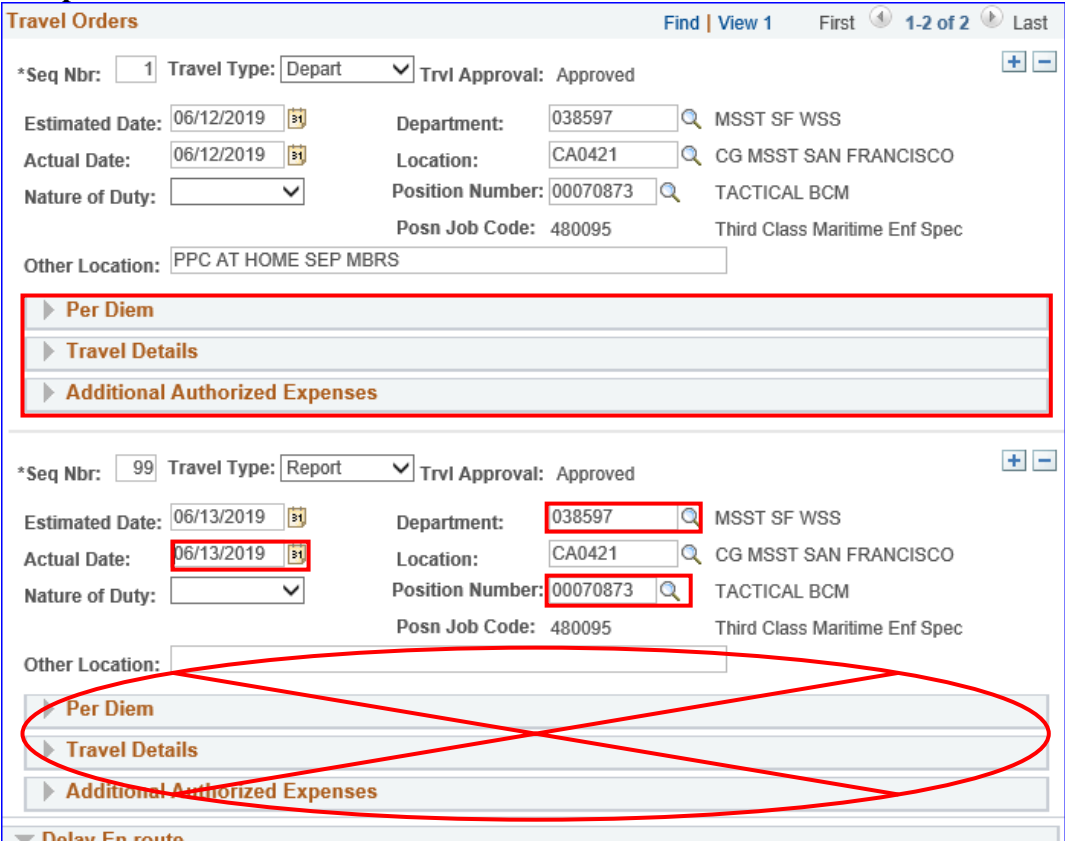
Procedures, continued

Step	Action
7	<p>Enter the Authorizing Official and then select the Order Travel tab.</p> 
8	<p>Click View All to see both the Depart and Report rows.</p> 

Continued on next page

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

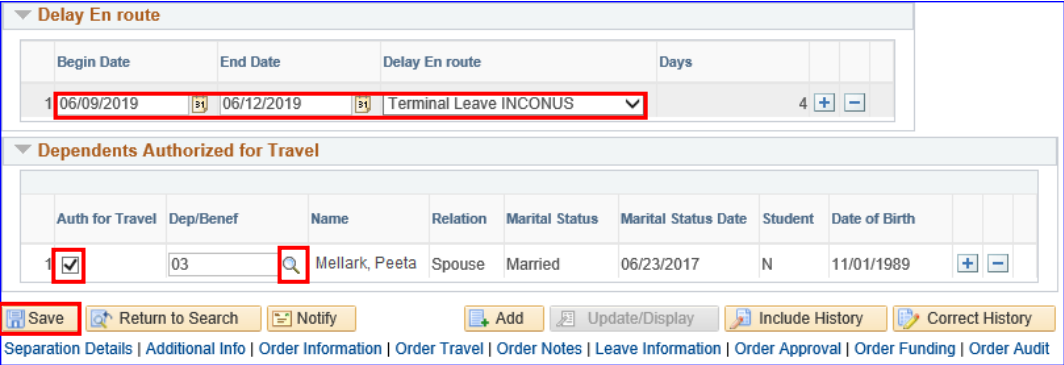
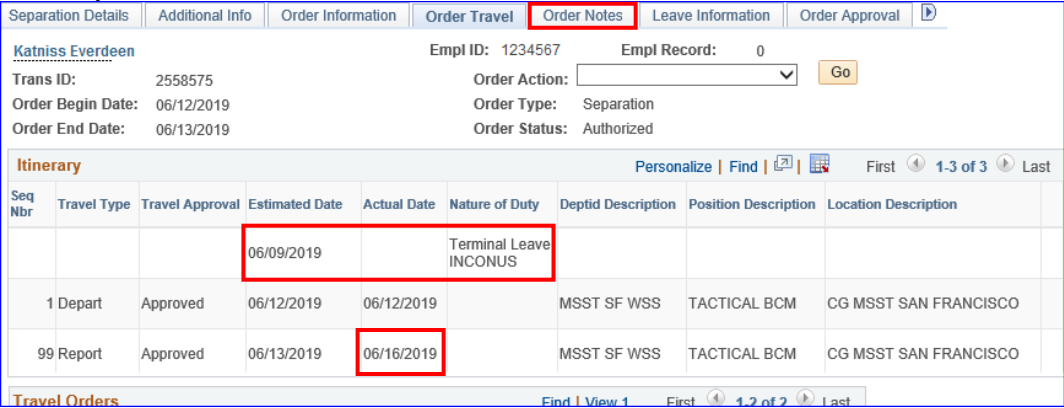
Procedures,
continued

Step	Action
9	<p>Depart row:</p> <ul style="list-style-type: none"> Click on the arrows to expand the Per Diem, Travel Details, and/or the Additional Authorized Expenses sections to add specific entitlements for the separating member. <p>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 that won't be used for RELADs. 

Continued on next page

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

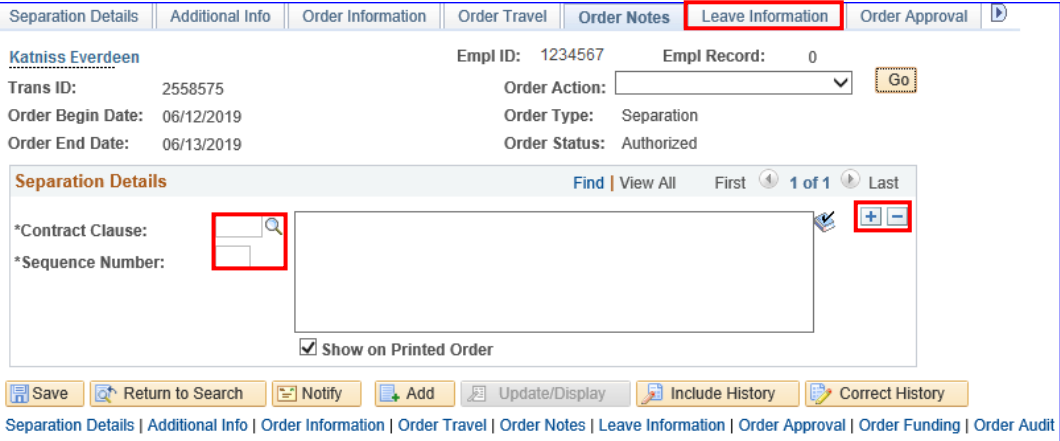
Procedures,
continued

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

Continued on next page

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

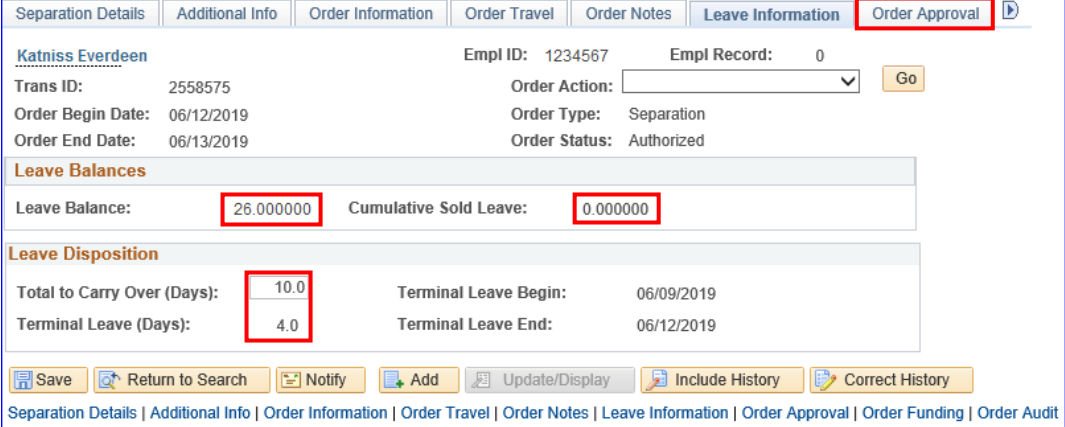
Procedures,
continued

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

Continued on next page

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

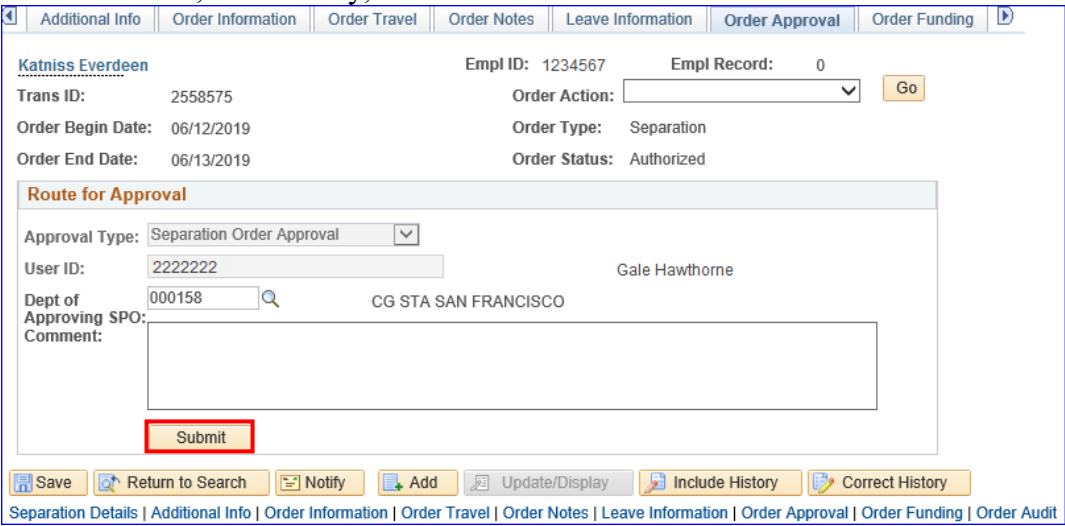
Procedures,
continued

Step	Action
13	<p>Notice that the Terminal Leave (Days) entered on an earlier tab 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. • Total to Carry Over (Days) – 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). • Terminal Leave (Days) – Sum of terminal leave days specified on the Order travel tab. <p>Select the Order Approval tab.</p> 

Continued on next page

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

Procedures,
continued

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