RELAD – AD to SELRES or IRR

Introduction

This guide provides the procedures for creating Release from Active Duty (RELAD) orders for an Active Duty (AD) member being released into the Selected Reserves (SELRES) or Individual Ready Reserve (IRR).

All Long-Term Reserve Orders to include all Long-Term and Short Term Title 10 orders require a RELAD to complete the Reserve orders. 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 and assignment from RPM-2 IAW the current assignment year {AY} kickoff message).** See Chapter 5.D of the Reserve Policy Manual, COMDTINST M1001.28 (series) for additional information.

NOTE: Reserve AD orders need either the order to be finished through Seq 98 and Seq 99 in the Reserve Order component **OR** a RELAD completed through the Separation component, not both. (Rule: Short Term orders (not including Short-Term Title 10 orders, auto-close through the Orders Integration process.)

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.

The missing data adversely impacts the member's access to benefits and entitlements.

RELAD vs. REHIRE

A RELAD is a change of component, NOT a Termination. Do **NOT** attempt to complete a Rehire for a member unless the member has a Termination job row in Job Data.

SEP Order and Paycut

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).

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RELAD – AD to SELRES or IRR, Continued

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 the RELAD Job Data row has been build. While in Job Data, 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.

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
- 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.

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RELAD – AD to SELRES or IRR, Continued

Personally Procured Move (PPM)

If the member will be performing a Personally Procured Move (PPM), **the estimated coast 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 are greater than $0.00, and the funds for that funding line are 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
$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. 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.

Lump Sum Leave (LSL) Sale for Reserve orders

If a Reserve member wishes to sell leave upon completion of their AD orders, the type of the orders will determine the course of action.

- **Short-term orders** – The LSL should be documented in the Total leave To Sell box on the leave tab of the Reserve Orders.

, a trouble ticket must also be submitted to PPC to manually sell the leave. Any leave not entered will automatically carry over for future Reserve AD orders.

- **Long-term orders** – The SPO must complete a RELAD and the LSL will be sold from the Separation Orders.

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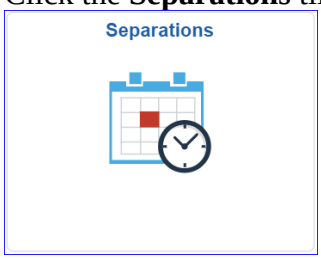
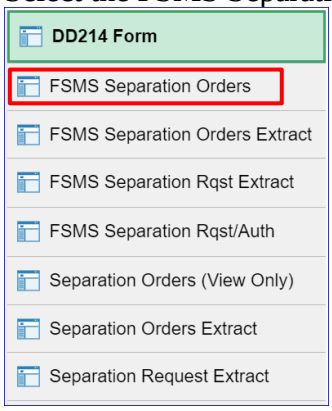
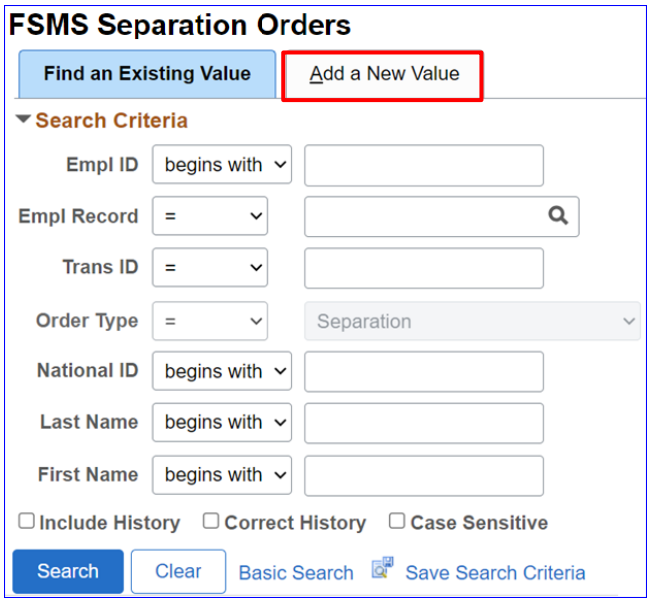
RELAD – AD to SELRES or IRR, Continued

Procedures See below.

Step	Action
1	Click the **Separations** tile. 
2	Select the FSMS Separation Orders option. 
3	Select the **Add a New Value** tab. 

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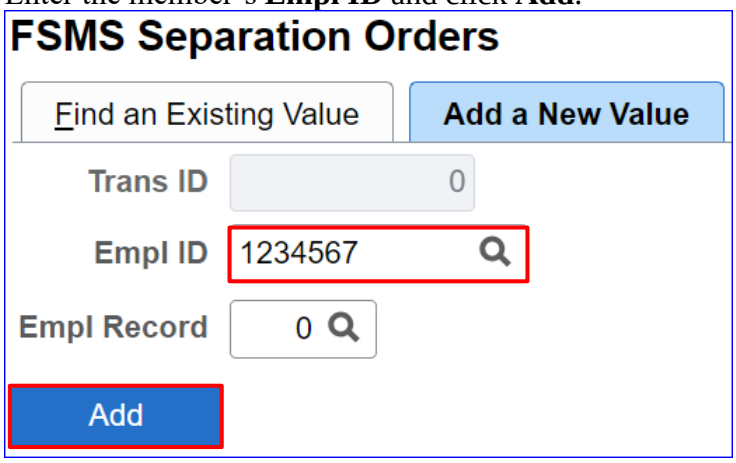
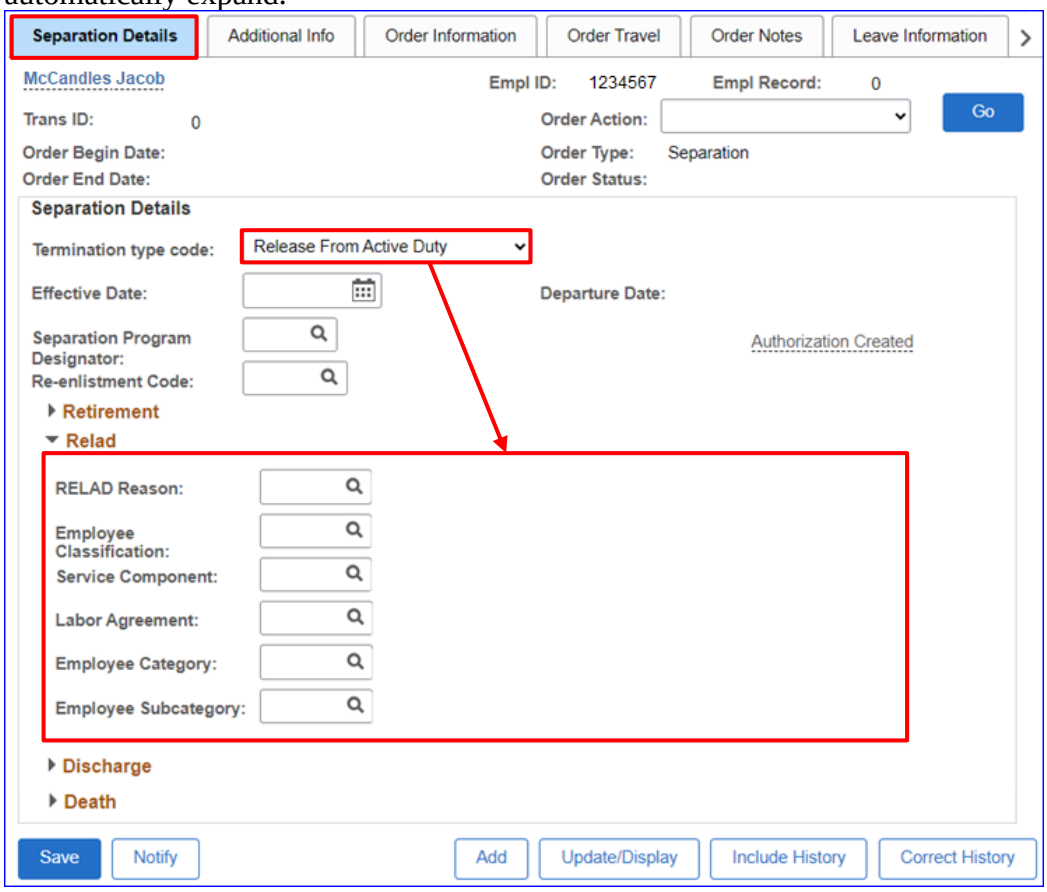
RELAD – AD to SELRES or IRR, Continued

Procedures, continued

Step	Action
4	Enter the member's **Empl ID** and click **Add**. 
5	On the **Separation Details** tab: Using the **Termination type code** drop-down select Release From Active Duty. Once selected, the **Relad** section will automatically expand. 

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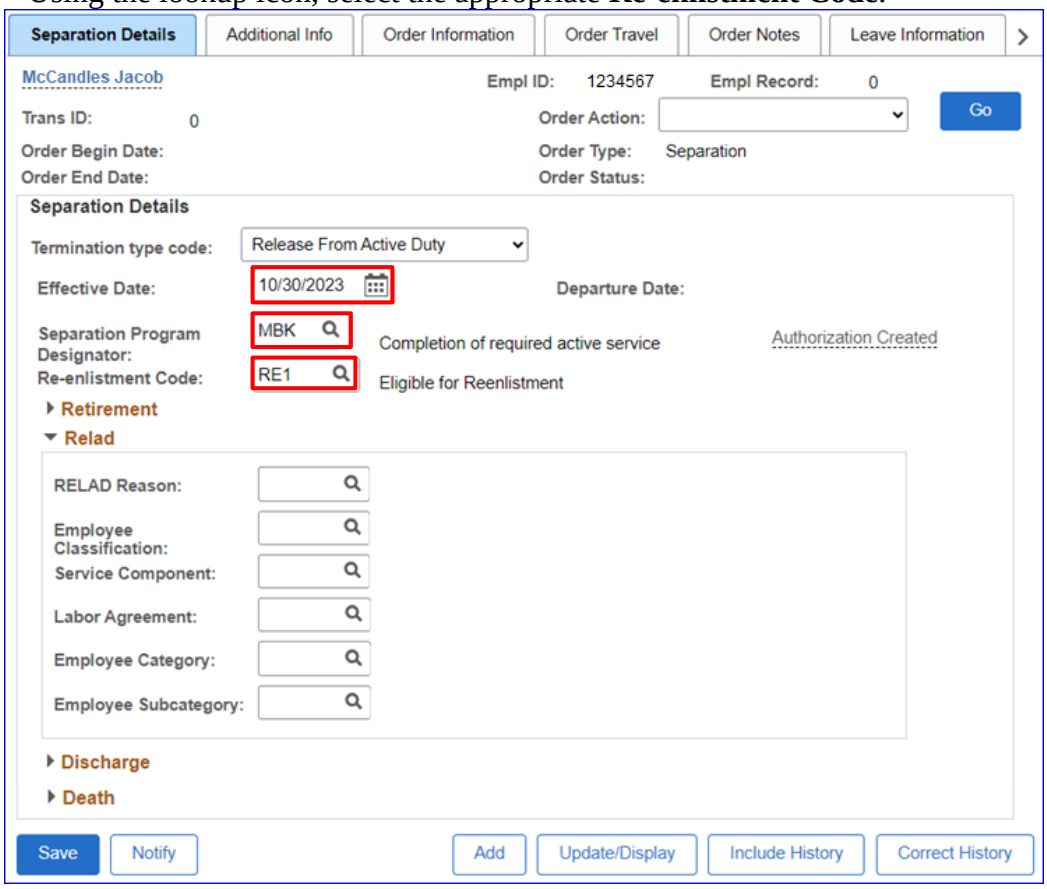
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
6	In the Separation Details section: • Enter the **Effective Date** – the member's last day of Active Duty (AD). • Select the appropriate **Separation Program Designator** (SPD). • Using the lookup icon, select the appropriate **Re-enlistment Code**. 

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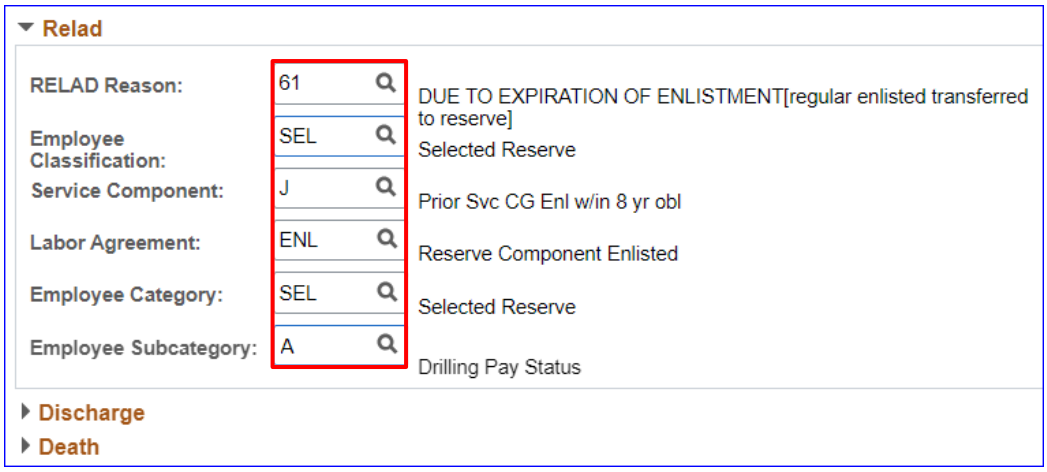
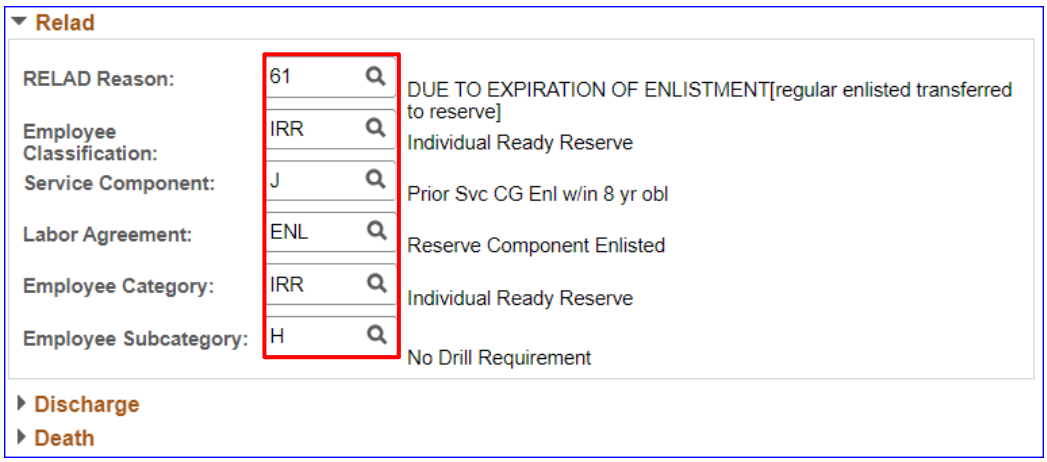
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
7	Complete the Relad section according to the member's intentions. Ensure the **Employee Classification is changed to a Reserve option (SEL/IRR)** **SELRES:**  **IRR:** 

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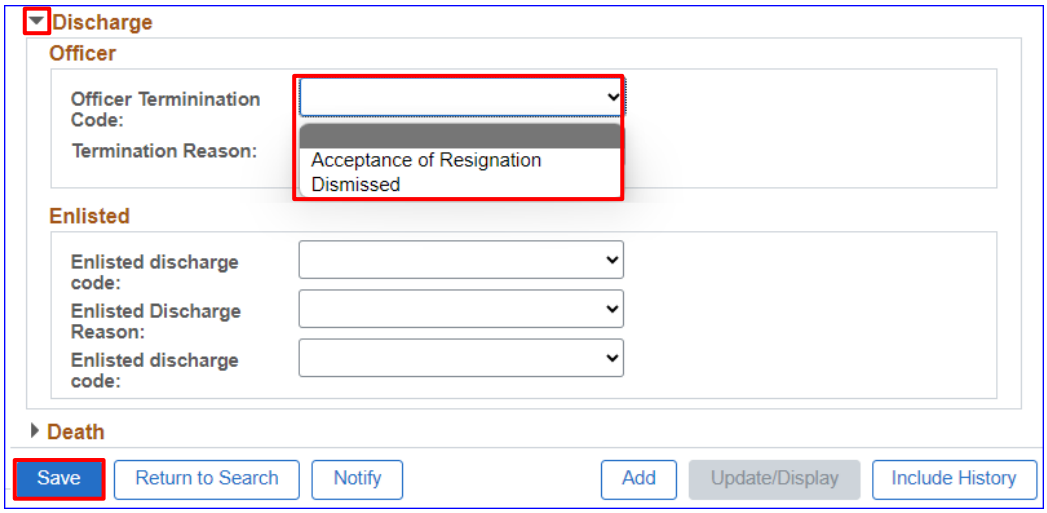
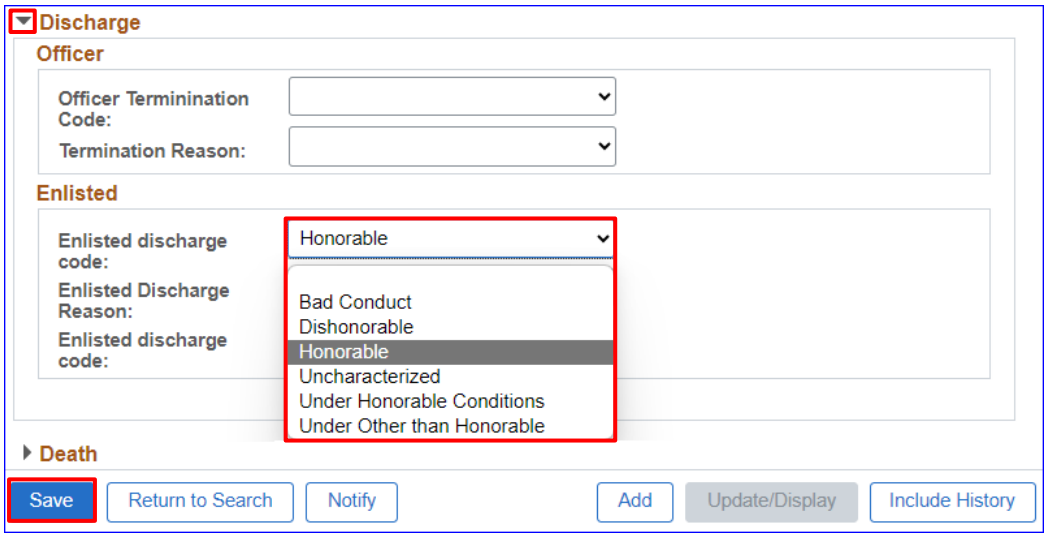
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
8	**IMPORTANT:** Expand the Discharge section and populate either the **Officer Termination Code or Enlisted discharge code** field per the member's paygrade. This must be entered here so it will populate the member's DD-214. **ONLY** enter information in ONE field. Click **Save**. **OFFICER:**  **ENLISTED:** 

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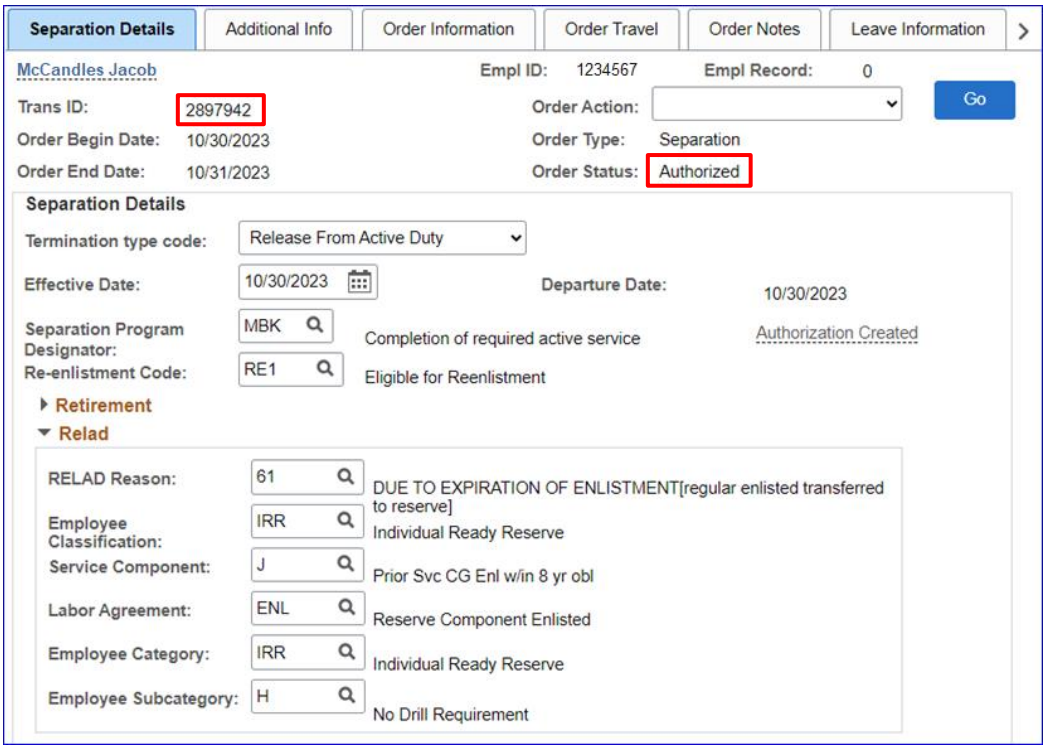
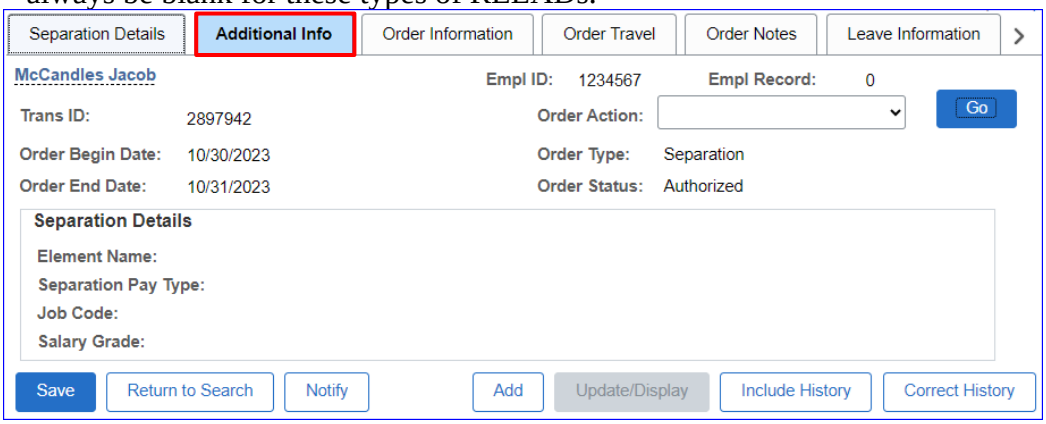
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
9	Saving will generate a **Trans ID** and will change the Order Status to **Authorized**. 
10	• The **Additional Info** tab is optional. • All information on this tab is entered by PSC and cannot be edited. It will always be blank for these types of RELADs. 

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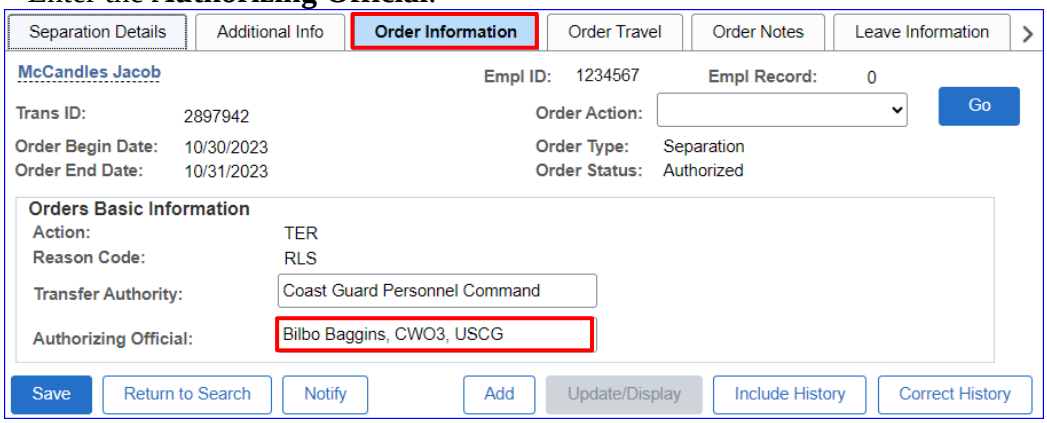
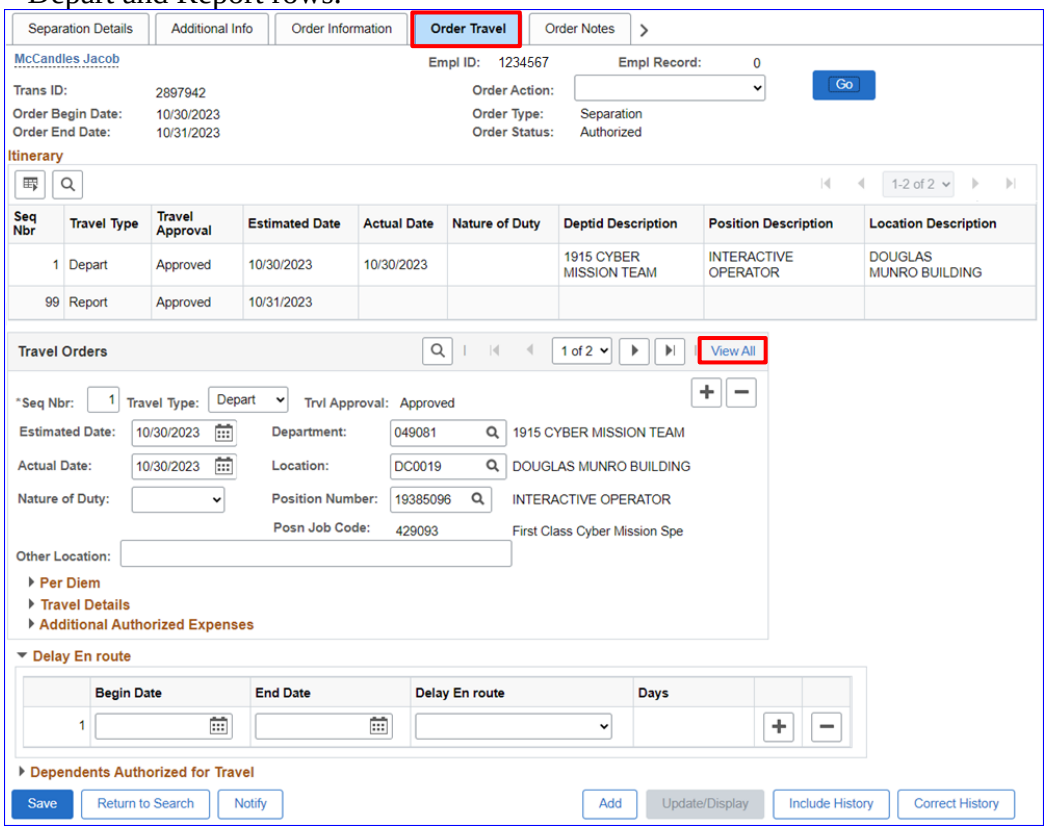
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
11	• Select the **Order Information** tab. • Enter the **Authorizing Official**. 
12	• Select the **Order Travel** tab. • Scroll down to the Travel Orders section and click **View All** to see both the Depart and Report rows. 

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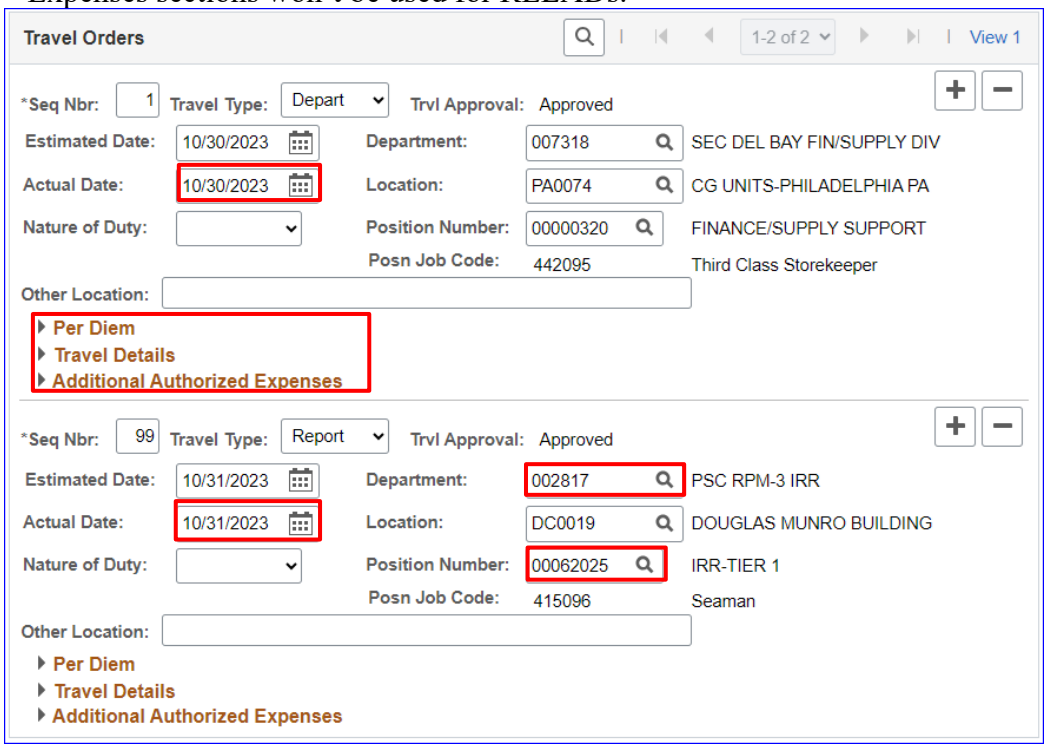
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
13	Seq Nbr 1, Depart row: • 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. Seq Nbr 99, Report row: • 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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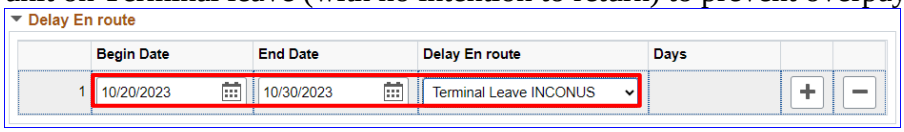
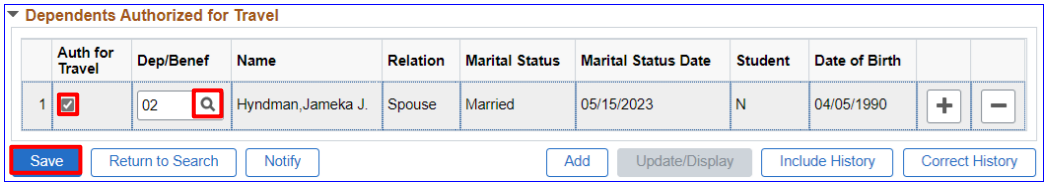
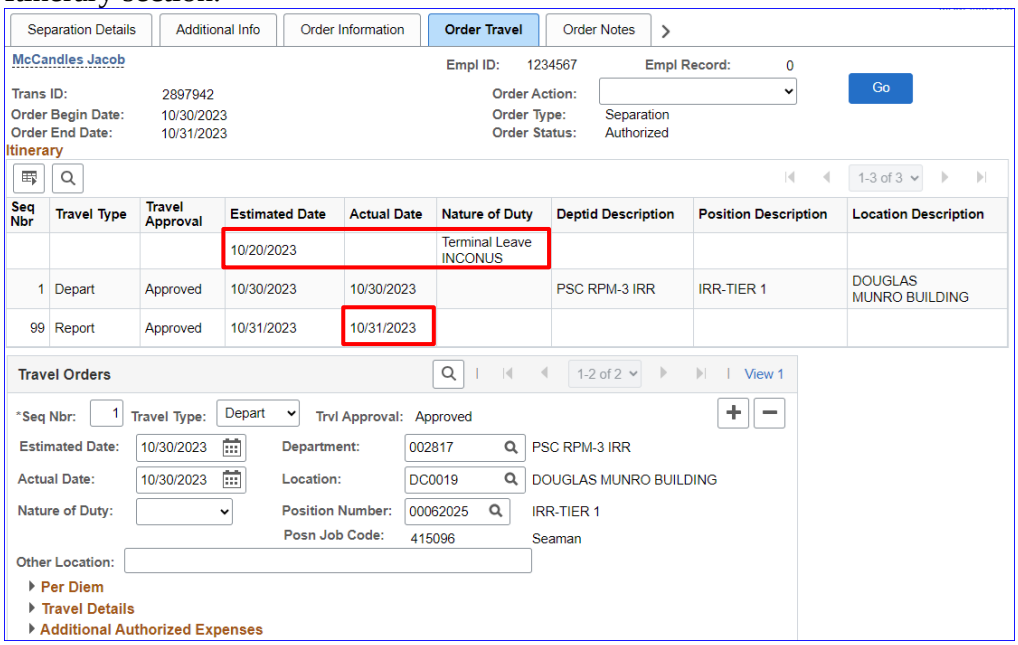
RELAD – AD to SELRES or IRR, Continued

Procedures, continued

Step	Action
14	Delay En Route: 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. **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.  Delay En route Begin Date: 10/20/2023 End Date: 10/30/2023 Delay En route: Terminal Leave INCONUS Days
15	Dependents Authorized for Travel: • 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. • Click **Save**.  Dependents Authorized for Travel Auth for Travel: ☑ Dep/Benef: 02 Name: Hyndman,Jameka J. Relation: Spouse Marital Status: Married Marital Status Date: 05/15/2023 Student: N Date of Birth: 04/05/1990 Save / Return to Search / Notify / Add / Update/Display / Include History / Correct History
16	Saving will update the **Actual Date** and display the **Terminal Leave** in the Itinerary section.  Separation Details / Additional Info / Order Information / Order Travel / Order Notes McCandles Jacob Empl ID: 1234567 Empl Record: 0 Trans ID: 2897942 Order Begin Date: 10/30/2023 Order End Date: 10/31/2023 Order Action: Order Type: Separation Order Status: Authorized Go Itinerary Seq Nbr / Travel Type / Travel Approval / Estimated Date / Actual Date / Nature of Duty / Deptid Description / Position Description / Location Description 10/20/2023 / Terminal Leave INCONUS 1 / Depart / Approved / 10/30/2023 / 10/30/2023 / PSC RPM-3 IRR / IRR-TIER 1 / DOUGLAS MUNRO BUILDING 99 / Report / Approved / 10/31/2023 / 10/31/2023 Travel Orders *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 10/30/2023 Actual Date: 10/30/2023 Nature of Duty: Department: 002817 PSC RPM-3 IRR Location: DC0019 DOUGLAS MUNRO BUILDING Position Number: 00062025 IRR-TIER 1 Posn Job Code: 415096 Seaman Other Location: Per Diem Travel Details Additional Authorized Expenses

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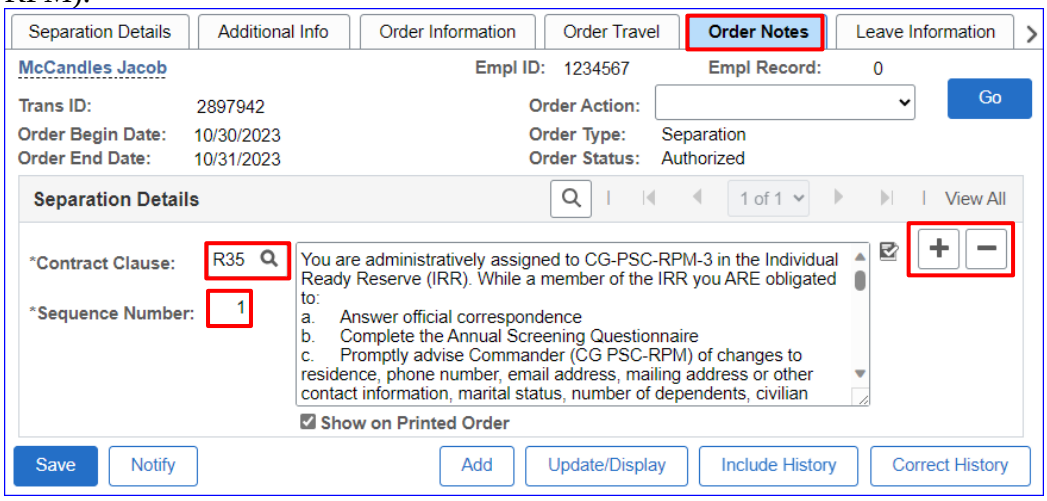
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
17	• Select the **Order Notes** tab. • Enter the appropriate **Contract Clause(s)** (Order Notes) using the lookup icon and edit as appropriate. • Use the **Plus** and **Minus** buttons to add or remove rows as necessary. • Enter the **Sequence Number(s)** to identify how they will appear on the orders. **NOTE:** For members being RELAD to the IRR, add **Contract Clause** R35 (per RPM). 

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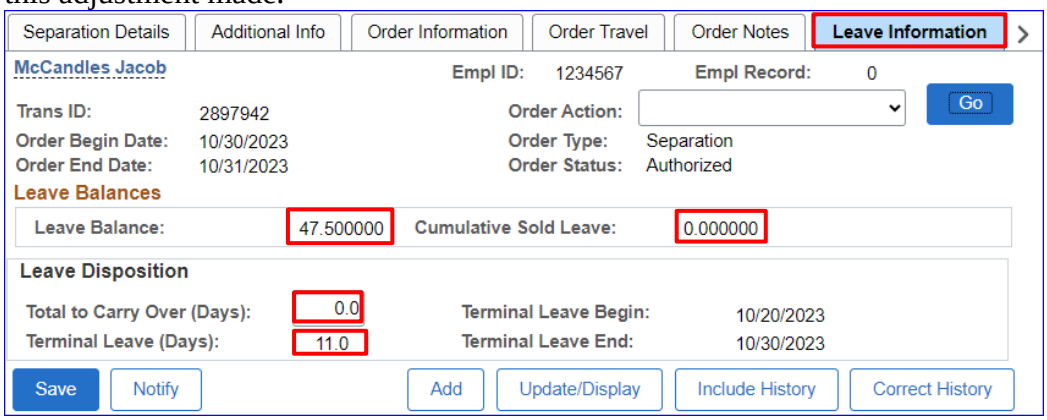
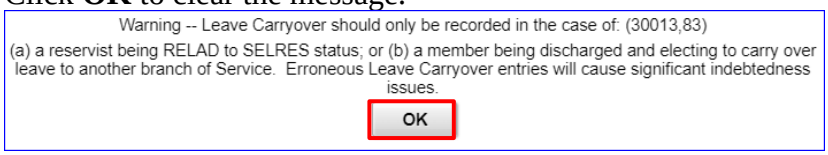
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
18	Select the **Leave Information** tab. 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. • **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). Do NOT enter LSL sale days here. The system will automatically sell the remaining balance after any Terminal leave is deducted. • **Total to Carry Over (Days)** – Defaults to 0, use if requested by the member, 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, 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. **NOTE**: DA does not credit 2.5 days of leave if the orders are exactly 30 days or the member is on back-to-back consecutive orders where each order is less than 30 days individually but combined equal 30 days. Submit a PPC ticket to have this adjustment made.  This Message will display if the Total to Carry Over (Days) was populated. Click **OK** to clear the message. 

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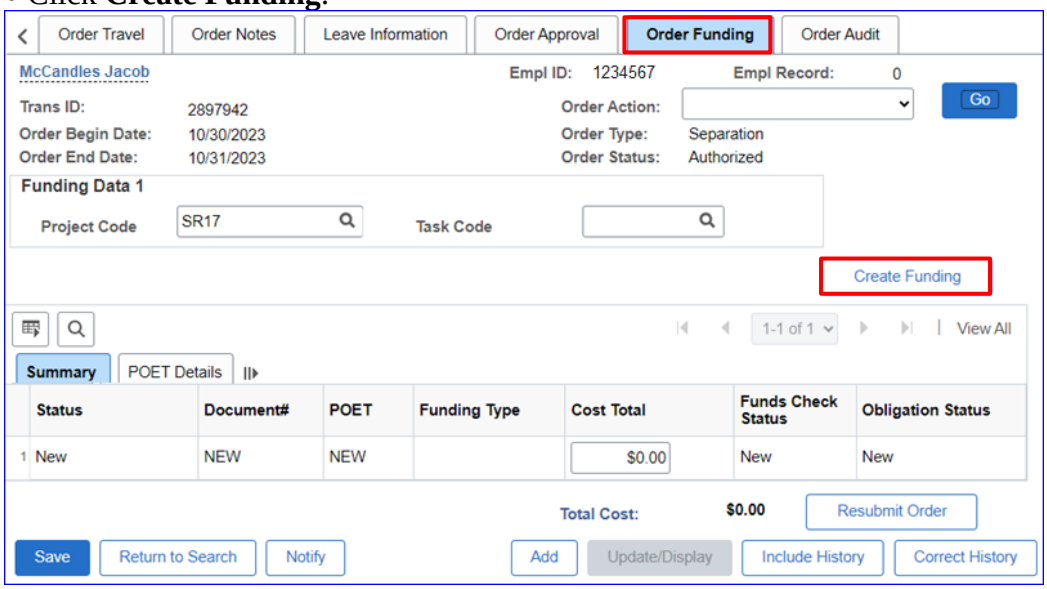
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
19	Click the continuation **arrow** to access additional tabs.
20	• Select the **Order Funding** tab. • Click **Create Funding**. 

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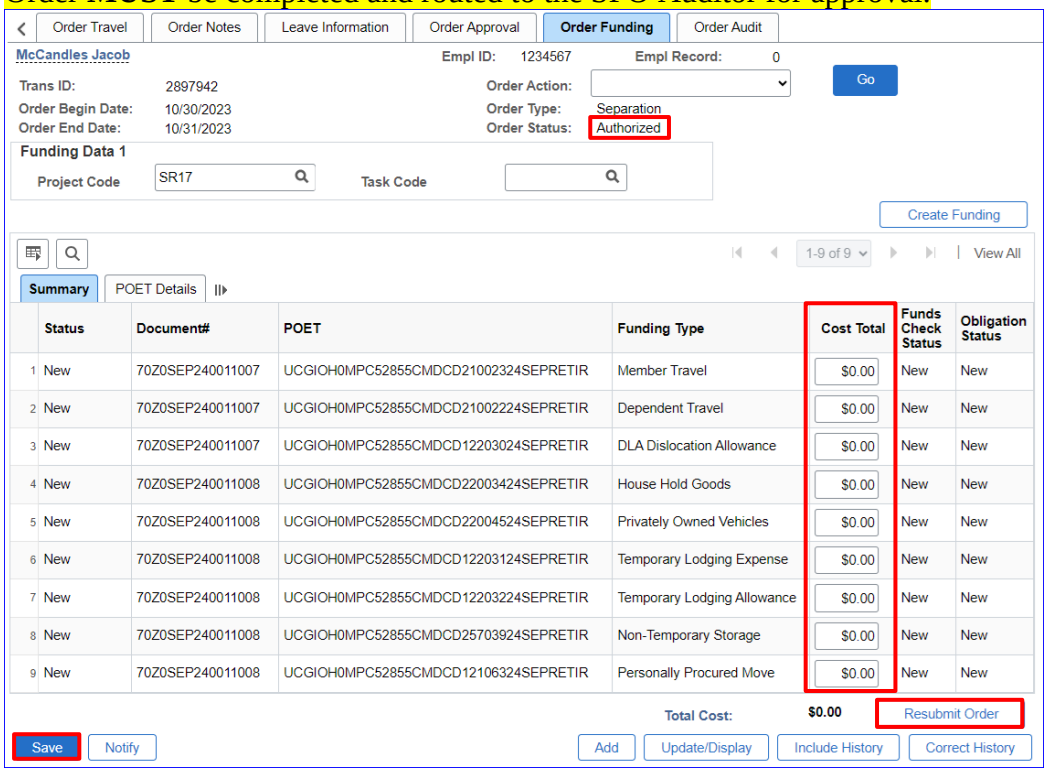
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
21	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). **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. **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 22. The Separation Order **MUST** be completed and routed to the SPO Auditor for approval. 

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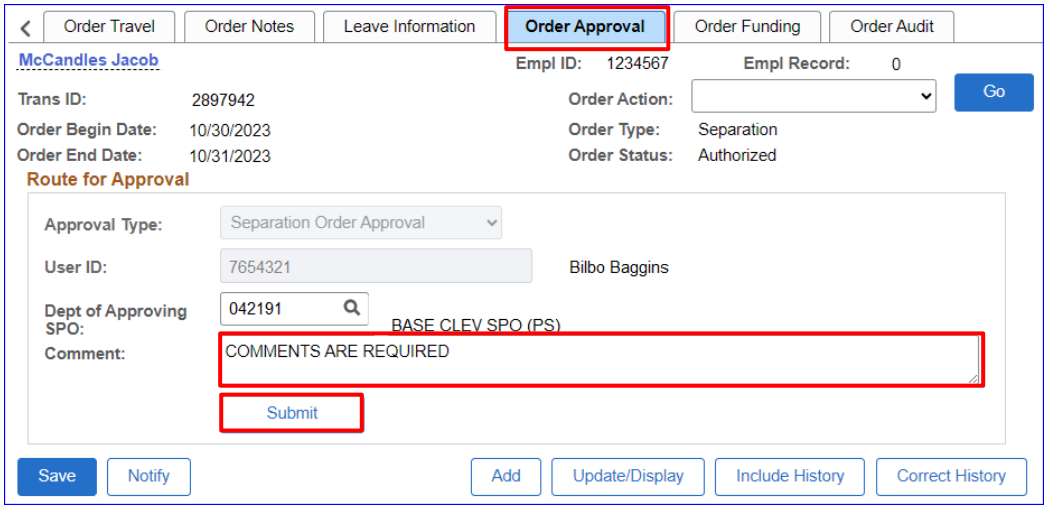
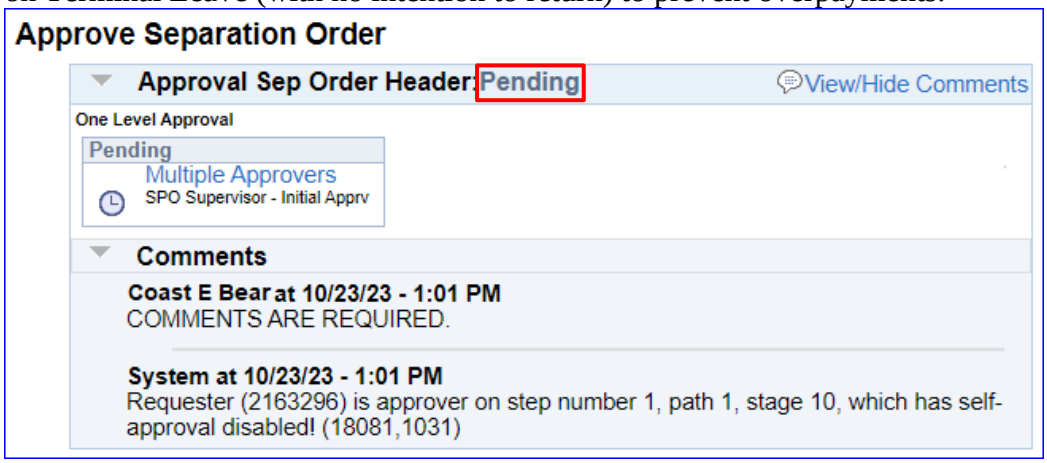
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
22	• Select the **Order Approval** tab. • Enter **Comments** (required). • Click **Submit**. 
23	Once submitted, the Separation Orders are **Pending** approval. **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. 

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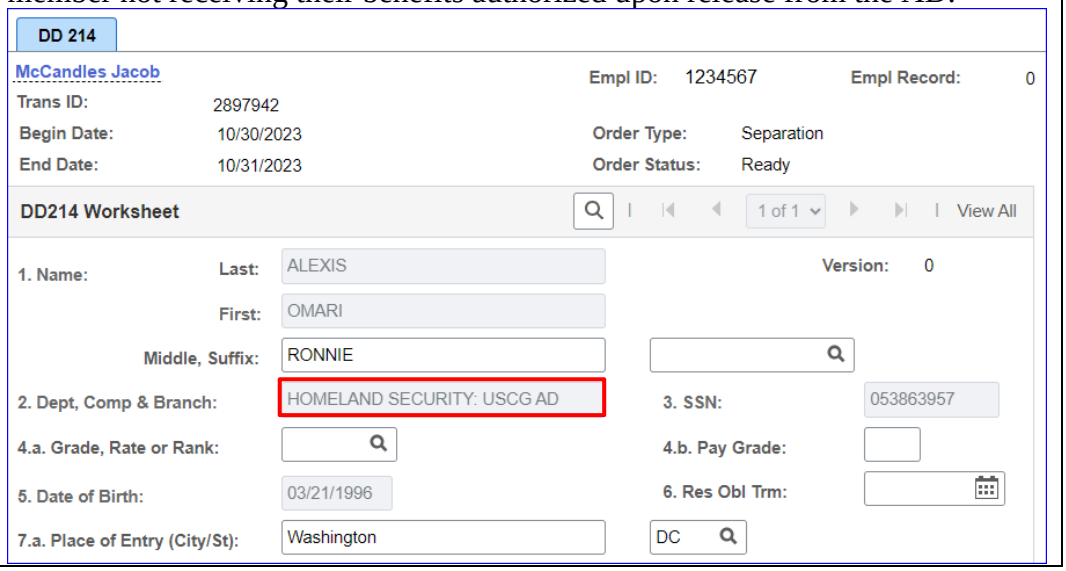
RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
24	**<u>IMPORTANT:</u>** Once submitted and the Order has been validated through FSMS, go to the DD-214 form in the Separation tile. Enter the member's Empl ID and click Search. **Verify** that block 2 **(Dept, Comp & Branch)** reads HOMELAND SECURITY: USCG AD and save it. The DD-214 can be completed and finalized later (see NOTE). **NOTE:** The DD -214 **MUST** be Finalized prior to the Order Status being set to Finished. **WARNING:** 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 AD.