

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 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 \(MAS\) \(uscg.mil\)](#).

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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.

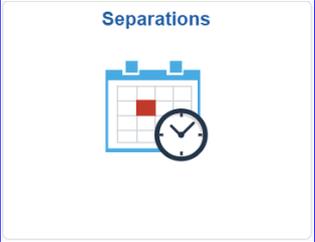
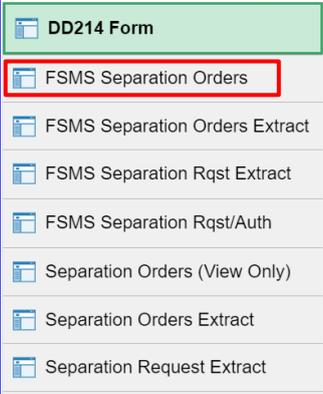
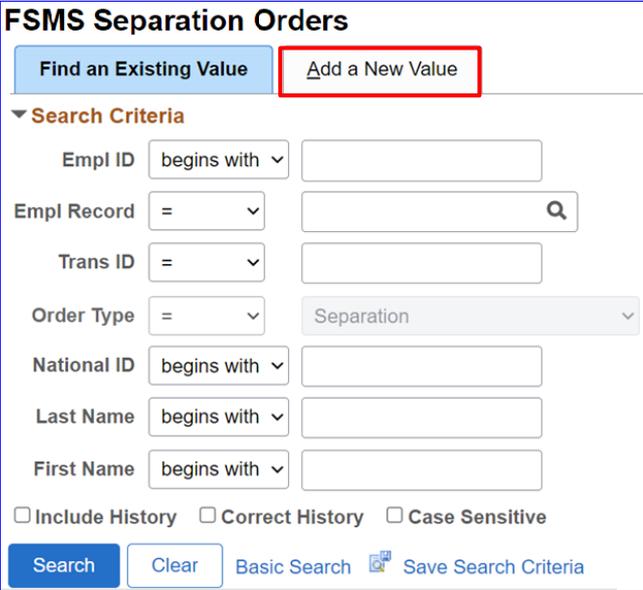
Lump Sum Leave (LSL) Sale for Reserve orders If a Reserve member wishes to sell leave upon completion of their AD orders, the type of the orders will determine the course of action.

- **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

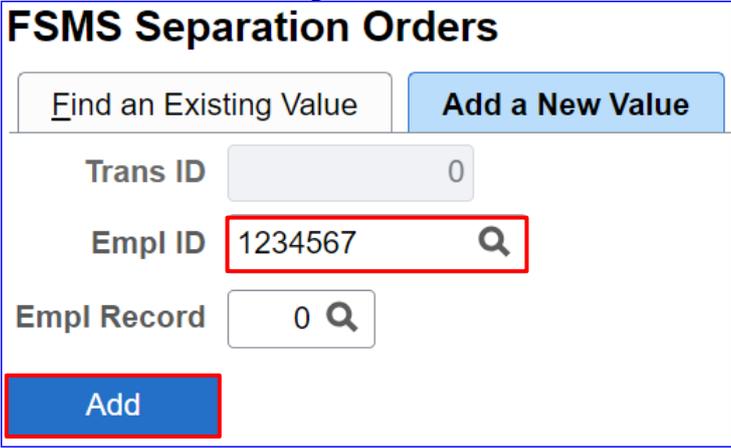
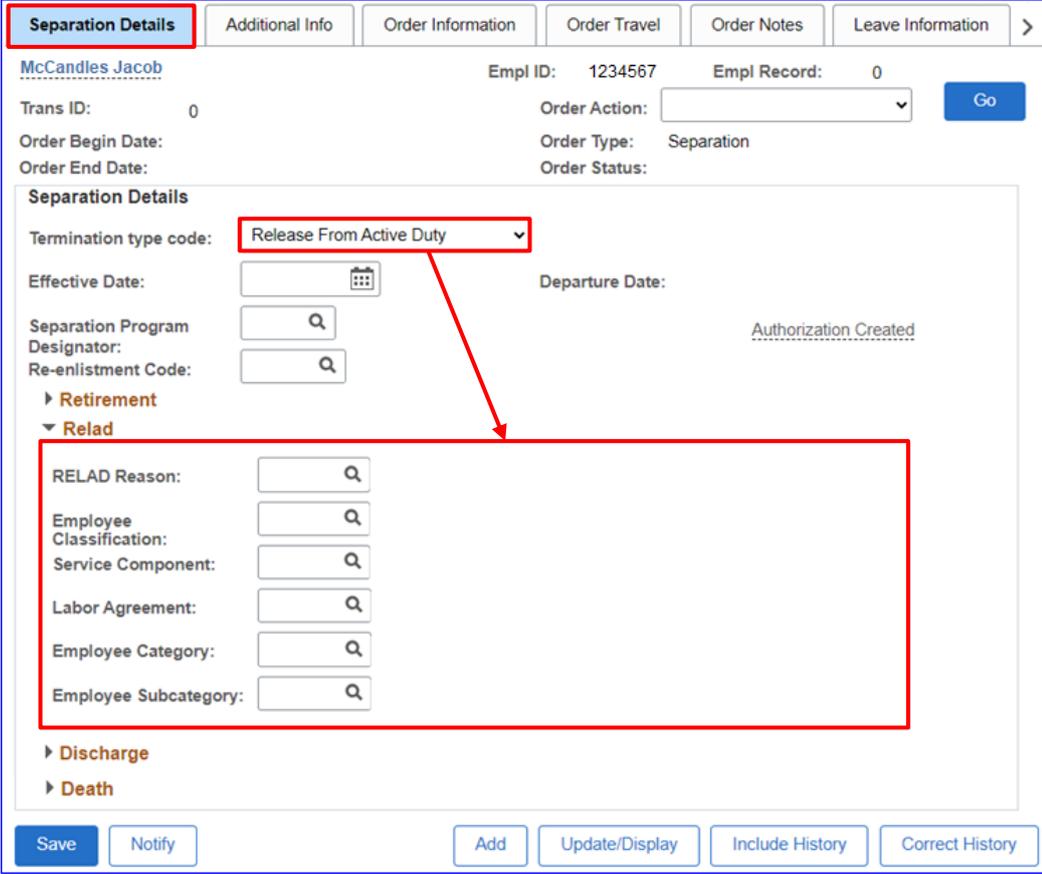
Procedures See below.

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

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RELAD – AD to SELRES or IRR, Continued

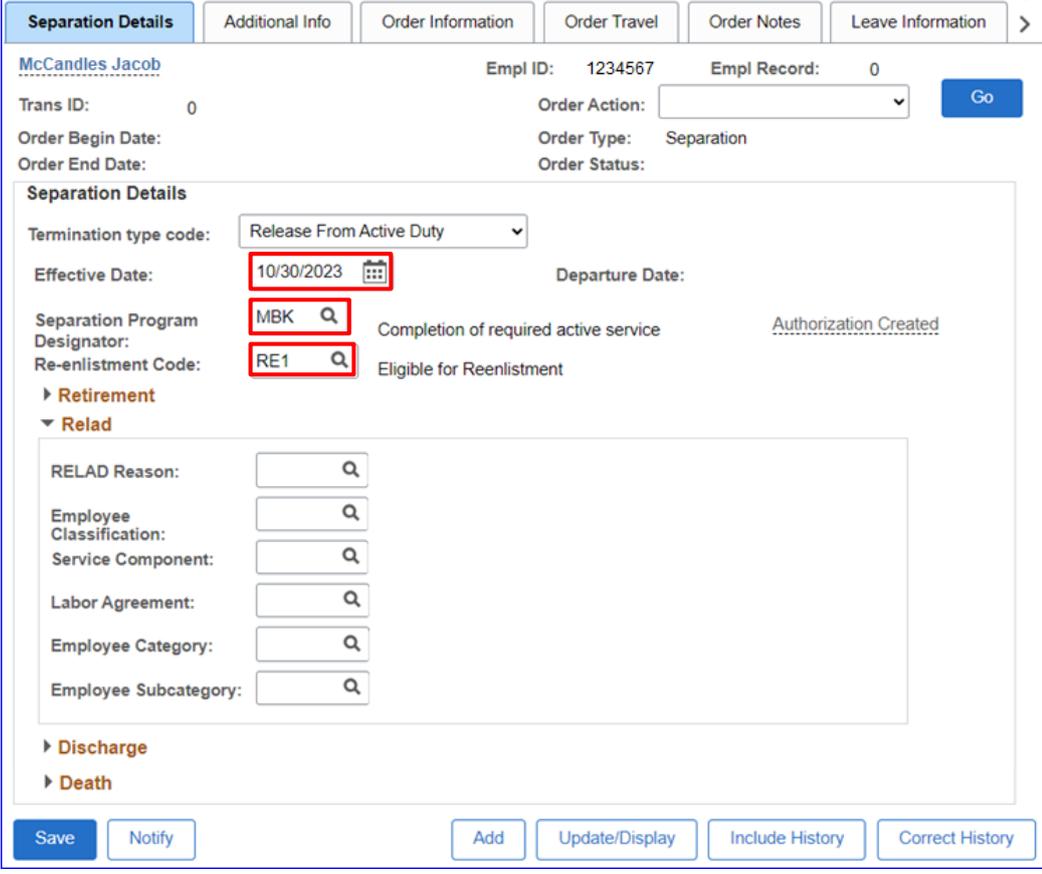
Procedures,
continued

Step	Action
4	<p>Enter the member's Empl ID and click Add.</p>  <p>FSMS Separation Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Trans ID: 0</p> <p>Empl ID: 1234567</p> <p>Empl Record: 0</p> <p>Add</p>
5	<p>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.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information</p> <p>McCandles Jacob Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: [dropdown] Go</p> <p>Order Begin Date: Order Type: Separation</p> <p>Order End Date: Order Status:</p> <p>Separation Details</p> <p>Termination type code: Release From Active Duty</p> <p>Effective Date: [calendar icon] Departure Date:</p> <p>Separation Program Designator: [search icon] Authorization Created</p> <p>Re-enlistment Code: [search icon]</p> <p>▶ Retirement</p> <p>▼ Relad</p> <p>RELAD Reason: [search icon]</p> <p>Employee Classification: [search icon]</p> <p>Service Component: [search icon]</p> <p>Labor Agreement: [search icon]</p> <p>Employee Category: [search icon]</p> <p>Employee Subcategory: [search icon]</p> <p>▶ Discharge</p> <p>▶ Death</p> <p>Save Notify Add Update/Display Include History Correct History</p>

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RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
6	<p>In the Separation Details section:</p> <ul style="list-style-type: none"> • 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	<p>Complete the Relad section according to the member’s intentions. Ensure the Employee Classification is changed to a Reserve option (SEL/IRR)</p> <p>SELRES:</p> <div data-bbox="327 622 1369 1086" style="border: 1px solid blue; padding: 5px;"> <p>▼ Relad</p> <table border="0"> <tr> <td>RELAD Reason:</td> <td style="border: 2px solid red;">61</td> <td>🔍</td> <td>DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</td> </tr> <tr> <td>Employee Classification:</td> <td style="border: 2px solid red;">SEL</td> <td>🔍</td> <td>Selected Reserve</td> </tr> <tr> <td>Service Component:</td> <td style="border: 2px solid red;">J</td> <td>🔍</td> <td>Prior Svc CG Enl w/in 8 yr obl</td> </tr> <tr> <td>Labor Agreement:</td> <td style="border: 2px solid red;">ENL</td> <td>🔍</td> <td>Reserve Component Enlisted</td> </tr> <tr> <td>Employee Category:</td> <td style="border: 2px solid red;">SEL</td> <td>🔍</td> <td>Selected Reserve</td> </tr> <tr> <td>Employee Subcategory:</td> <td style="border: 2px solid red;">A</td> <td>🔍</td> <td>Drilling Pay Status</td> </tr> </table> <p>▶ Discharge</p> <p>▶ Death</p> </div> <p>IRR:</p> <div data-bbox="327 1160 1369 1624" style="border: 1px solid blue; padding: 5px;"> <p>▼ Relad</p> <table border="0"> <tr> <td>RELAD Reason:</td> <td style="border: 2px solid red;">61</td> <td>🔍</td> <td>DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</td> </tr> <tr> <td>Employee Classification:</td> <td style="border: 2px solid red;">IRR</td> <td>🔍</td> <td>Individual Ready Reserve</td> </tr> <tr> <td>Service Component:</td> <td style="border: 2px solid red;">J</td> <td>🔍</td> <td>Prior Svc CG Enl w/in 8 yr obl</td> </tr> <tr> <td>Labor Agreement:</td> <td style="border: 2px solid red;">ENL</td> <td>🔍</td> <td>Reserve Component Enlisted</td> </tr> <tr> <td>Employee Category:</td> <td style="border: 2px solid red;">IRR</td> <td>🔍</td> <td>Individual Ready Reserve</td> </tr> <tr> <td>Employee Subcategory:</td> <td style="border: 2px solid red;">H</td> <td>🔍</td> <td>No Drill Requirement</td> </tr> </table> <p>▶ Discharge</p> <p>▶ Death</p> </div>	RELAD Reason:	61	🔍	DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]	Employee Classification:	SEL	🔍	Selected Reserve	Service Component:	J	🔍	Prior Svc CG Enl w/in 8 yr obl	Labor Agreement:	ENL	🔍	Reserve Component Enlisted	Employee Category:	SEL	🔍	Selected Reserve	Employee Subcategory:	A	🔍	Drilling Pay Status	RELAD Reason:	61	🔍	DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]	Employee Classification:	IRR	🔍	Individual Ready Reserve	Service Component:	J	🔍	Prior Svc CG Enl w/in 8 yr obl	Labor Agreement:	ENL	🔍	Reserve Component Enlisted	Employee Category:	IRR	🔍	Individual Ready Reserve	Employee Subcategory:	H	🔍	No Drill Requirement
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RELAD – AD to SELRES or IRR, Continued

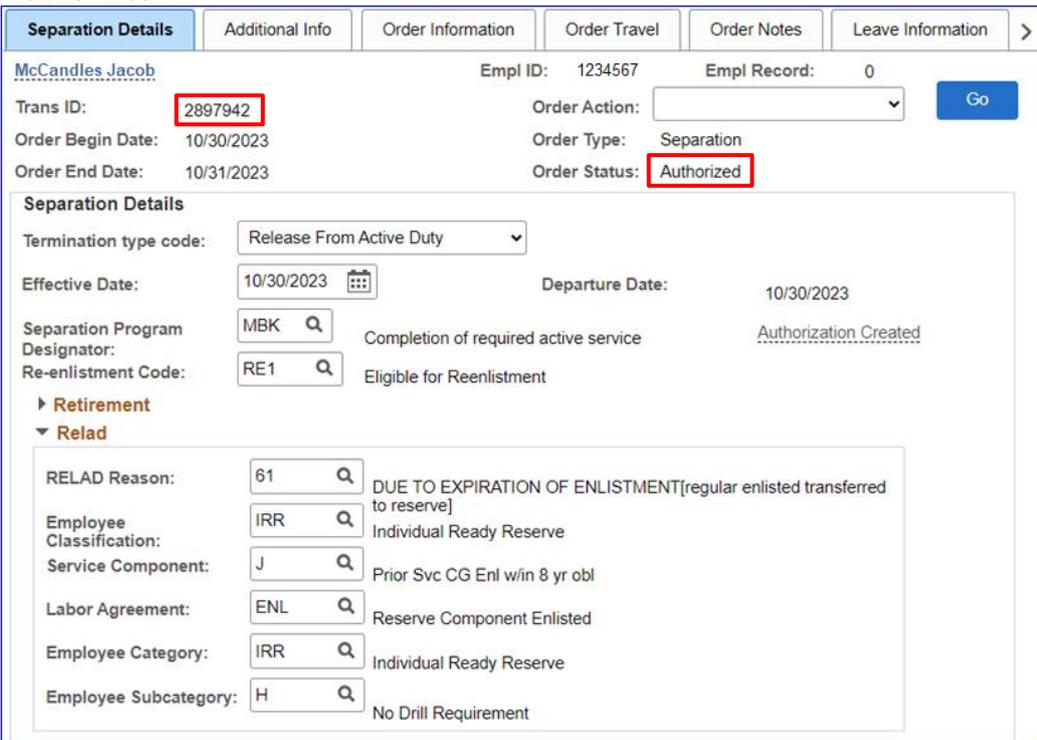
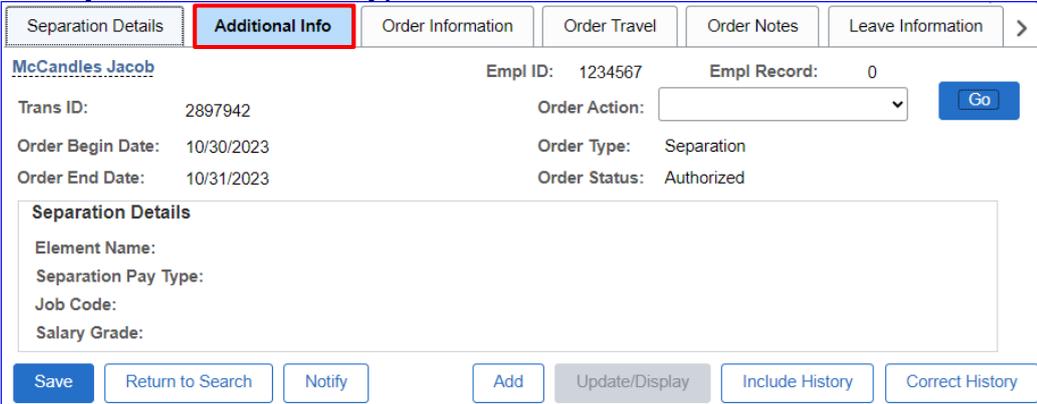
Procedures,
continued

Step	Action
8	<p>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.</p> <p>OFFICER:</p> <div data-bbox="327 698 1369 1200"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value="Acceptance of Resignation"/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>Enlisted Discharge Reason: <input type="text" value=""/></p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>▶ Death</p> <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"/></p> </div> <p>ENLISTED:</p> <div data-bbox="327 1274 1369 1800"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value=""/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>Enlisted Discharge Reason: <input type="text" value="Bad Conduct"/></p> <p>Enlisted discharge code: <input type="text" value="Honorable"/></p> <p>▶ Death</p> <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"/></p> </div>

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RELAD – AD to SELRES or IRR, Continued

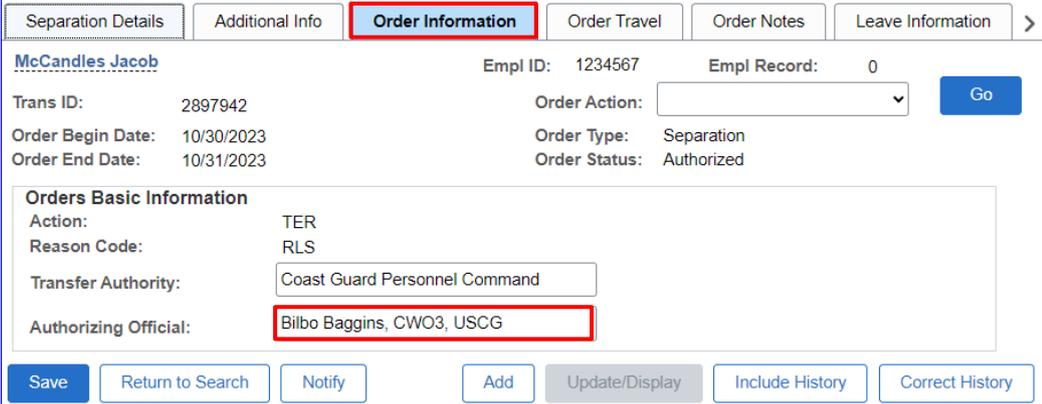
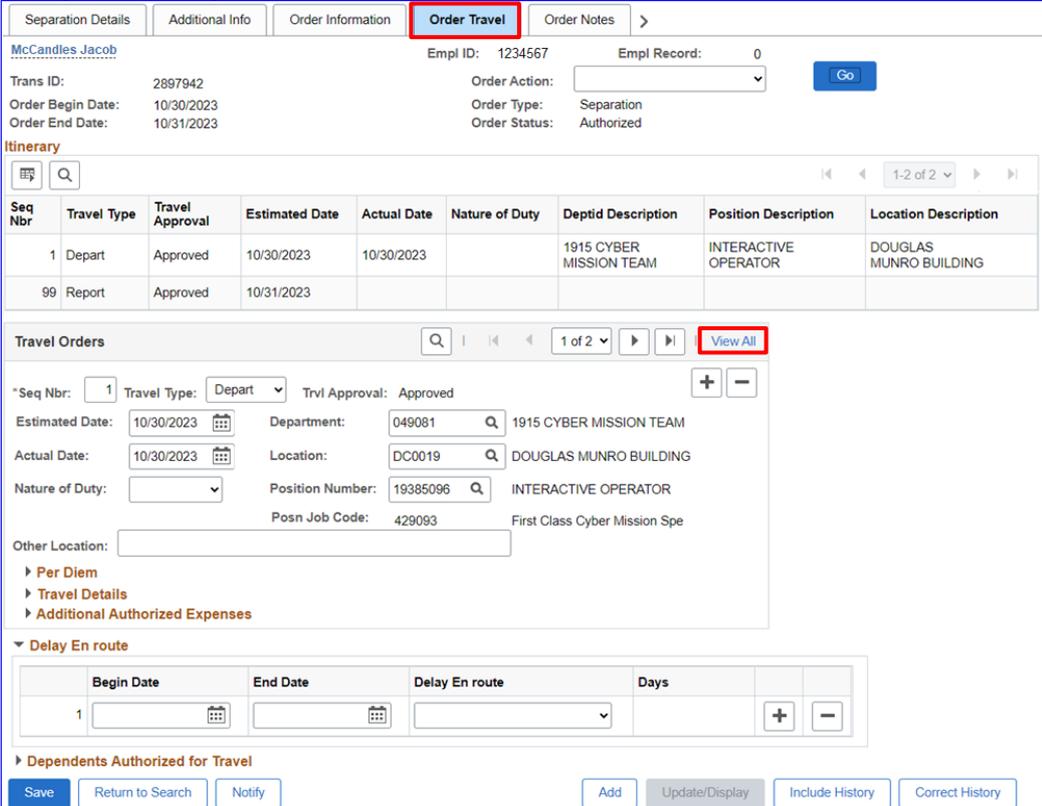
Procedures,
continued

Step	Action
<p>9</p>	<p>Saving will generate a Trans ID and will change the Order Status to Authorized.</p> 
<p>10</p>	<ul style="list-style-type: none"> • 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
<p>11</p>	<ul style="list-style-type: none"> • Select the Order Information tab. • Enter the Authorizing Official.  <p>The screenshot shows the 'Order Information' tab selected. The 'Authorizing Official' field is highlighted with a red box and contains the text 'Bilbo Baggins, CWO3, USCG'. Other fields include 'Trans ID: 2897942', 'Order Begin Date: 10/30/2023', 'Order End Date: 10/31/2023', 'Empl ID: 1234567', and 'Empl Record: 0'. Buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>
<p>12</p>	<ul style="list-style-type: none"> • Select the Order Travel tab. • Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows.  <p>The screenshot shows the 'Order Travel' tab selected. The 'View All' button in the 'Travel Orders' section is highlighted with a red box. Below this, there is a table with columns: Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The table contains two rows: one for a 'Depart' and one for a 'Report'. Below the table, there are search and filter options for 'Travel Orders', including fields for 'Seq Nbr', 'Travel Type', 'Trvl Approval', 'Estimated Date', 'Actual Date', 'Department', 'Location', 'Nature of Duty', 'Position Number', and 'Posn Job Code'. Buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>

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RELAD – AD to SELRES or IRR, Continued

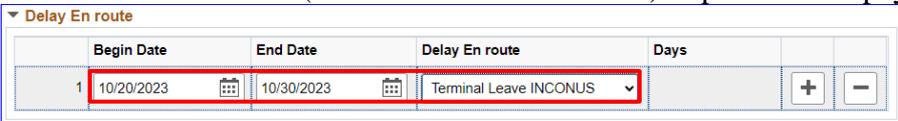
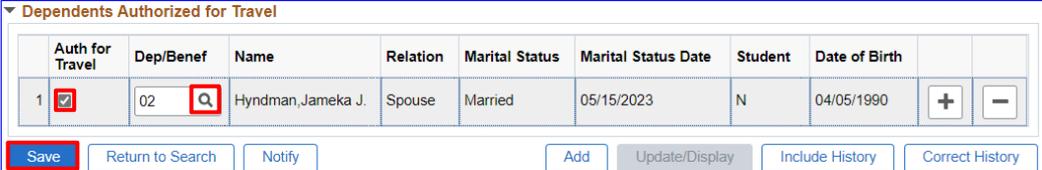
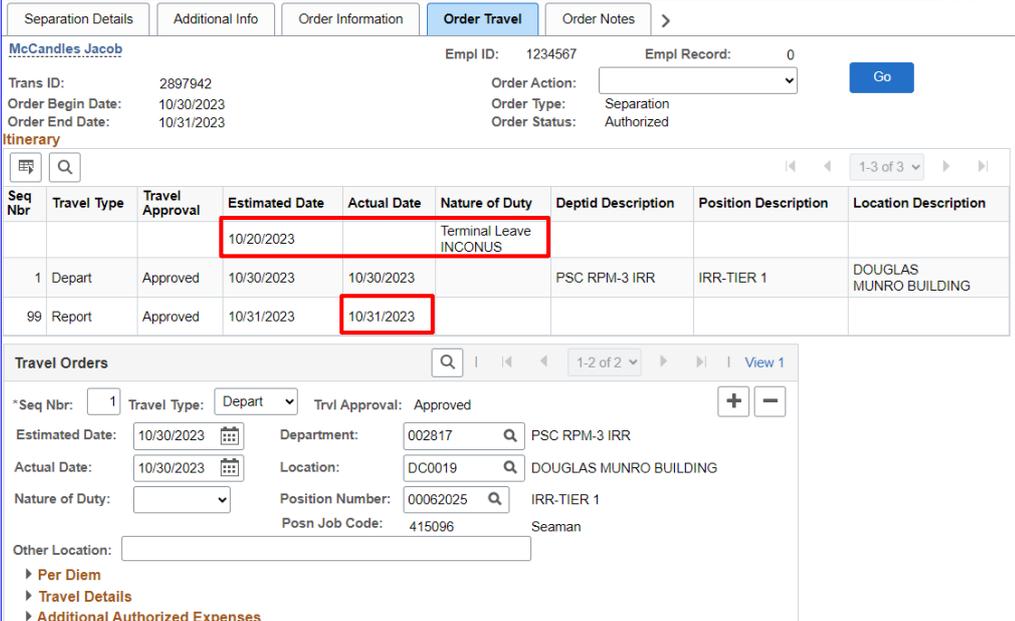
Procedures,
continued

Step	Action
13	<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. <div data-bbox="327 969 1369 1704" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders 1-2 of 2 View 1</p> <hr/> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 10/30/2023 Department: 007318 SEC DEL BAY FIN/SUPPLY DIV</p> <p>Actual Date: 10/30/2023 Location: PA0074 CG UNITS-PHILADELPHIA PA</p> <p>Nature of Duty: Position Number: 00000320 FINANCE/SUPPLY SUPPORT</p> <p>Posn Job Code: 442095 Third Class Storekeeper</p> <p>Other Location:</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 10/31/2023 Department: 002817 PSC RPM-3 IRR</p> <p>Actual Date: 10/31/2023 Location: DC0019 DOUGLAS MUNRO BUILDING</p> <p>Nature of Duty: Position Number: 00062025 IRR-TIER 1</p> <p>Posn Job Code: 415096 Seaman</p> <p>Other Location:</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div>

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RELAD – AD to SELRES or IRR, Continued

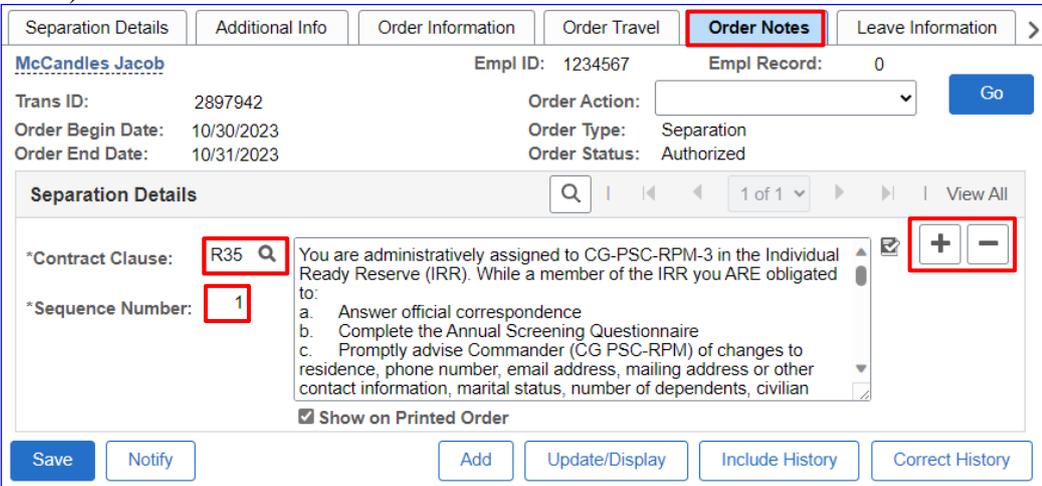
Procedures,
continued

Step	Action
<p>14</p>	<p>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.</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> 
<p>15</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. • Click Save. 
<p>16</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p> 

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RELAD – AD to SELRES or IRR, Continued

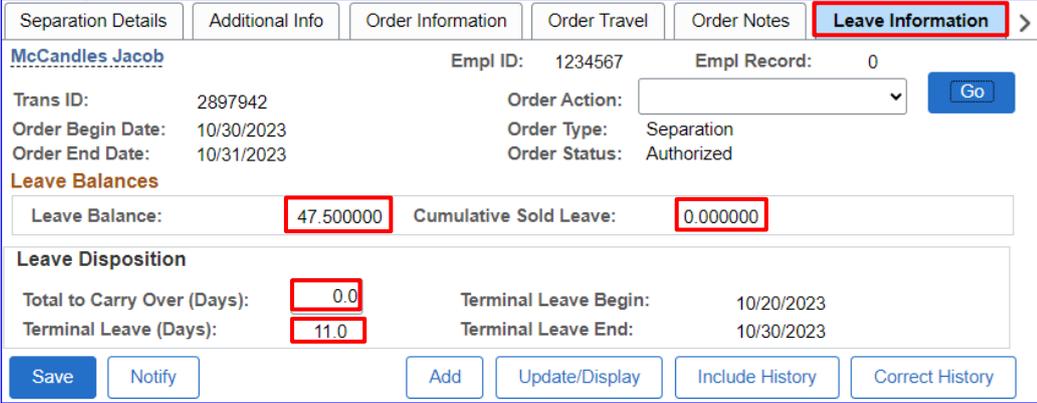
Procedures,
continued

Step	Action
17	<ul style="list-style-type: none"> • 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. <p>NOTE: For members being RELAD to the IRR, add Contract Clause R35 (per RPM).</p> 

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RELAD – AD to SELRES or IRR, Continued

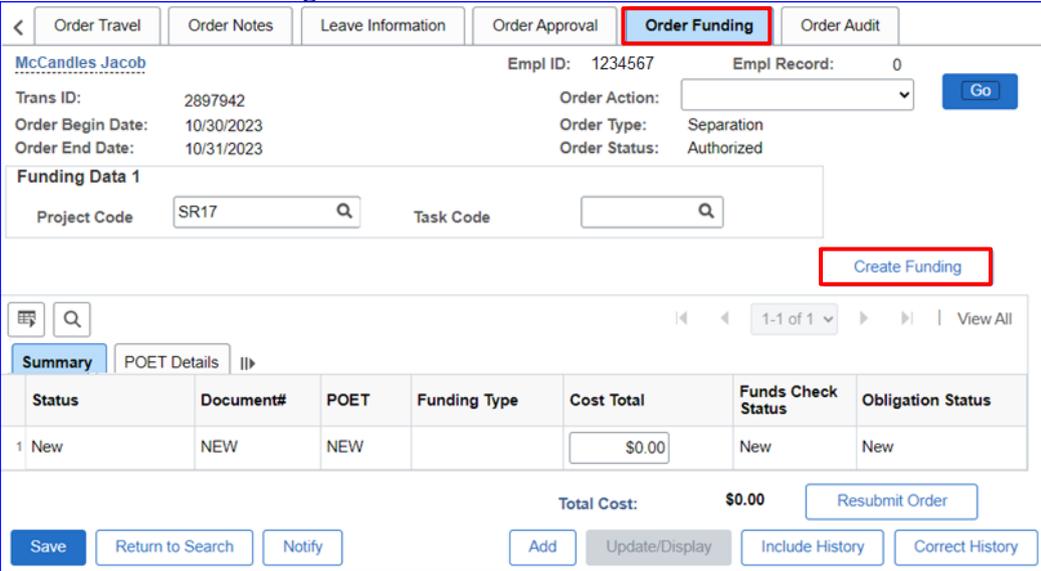
Procedures,
continued

Step	Action
18	<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). 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: <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>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.</p>  <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>Warning -- Leave Carryover should only be recorded in the case of: (30013,83) (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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RELAD – AD to SELRES or IRR, Continued

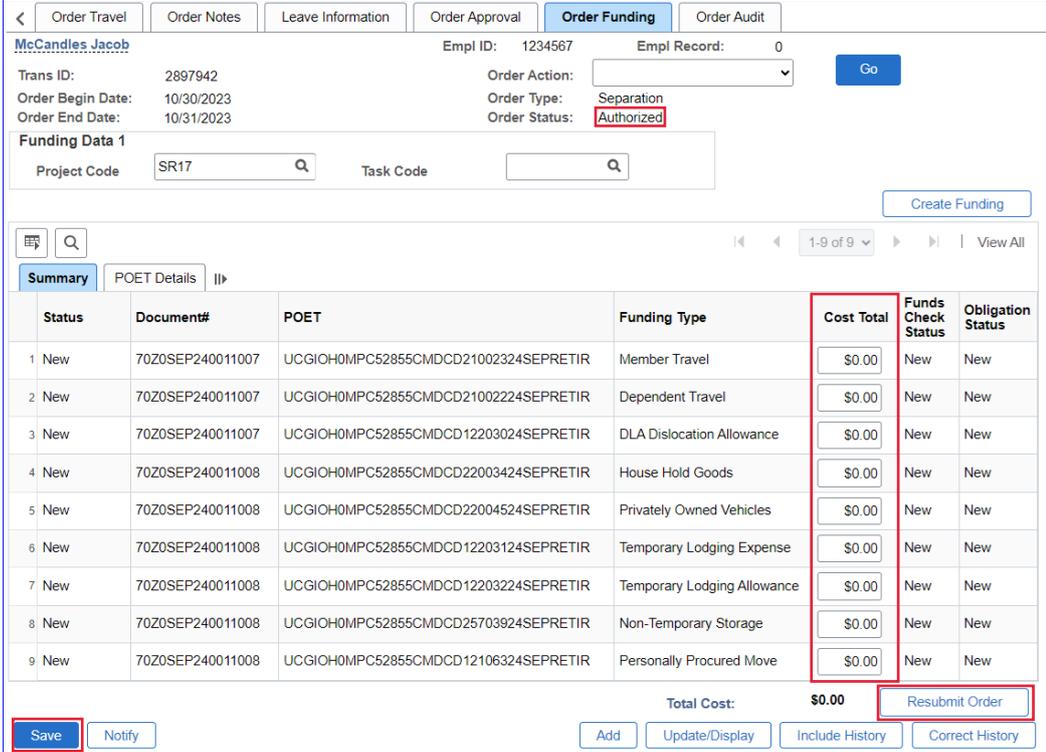
Procedures,
continued

Step	Action														
19	<p>Click the continuation arrow to access additional tabs.</p> 														
20	<ul style="list-style-type: none"> • Select the Order Funding tab. • Click Create Funding.  <p>Order Funding tab selected.</p> <p>Create Funding button highlighted.</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>NEW</td> <td>NEW</td> <td></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	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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RELAD – AD to SELRES or IRR, Continued

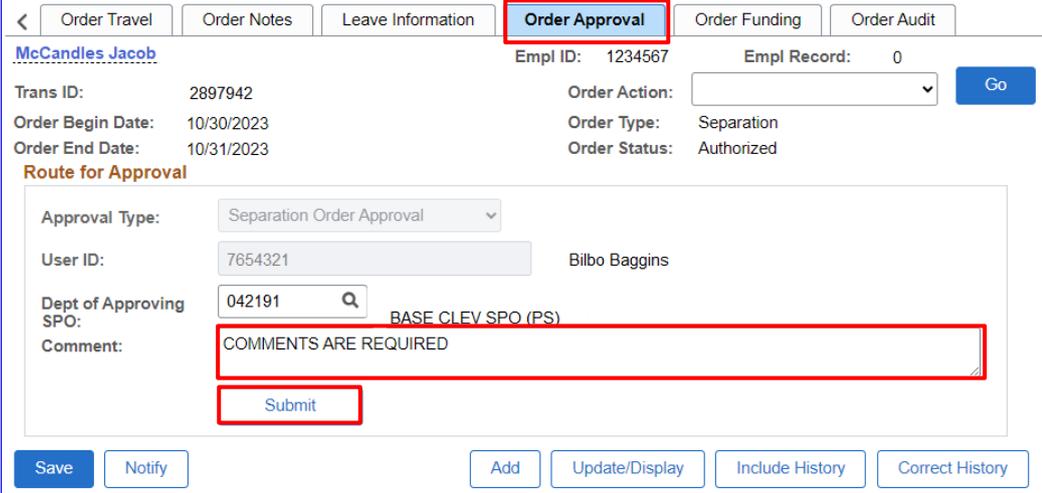
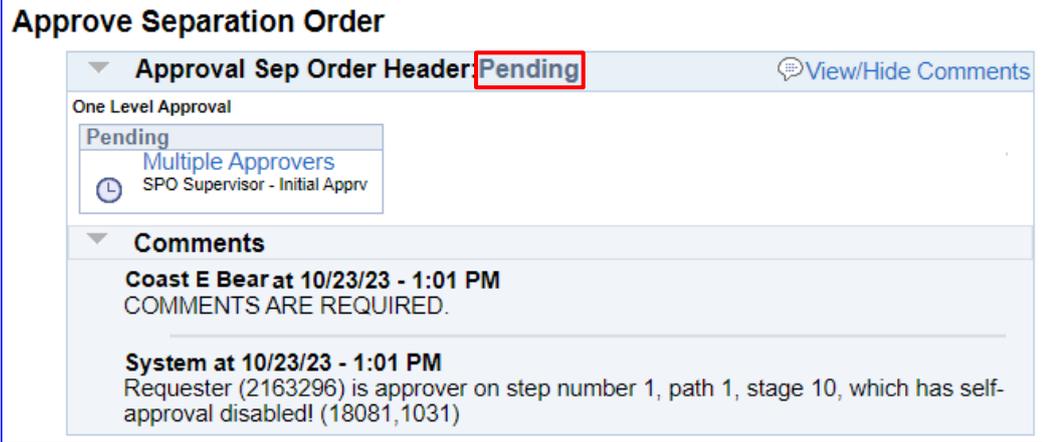
Procedures,
continued

Step	Action
21	<p>This will generate the POET Details. Enter the Cost Totals for each Funding Type per member’s intentions as authorized (see NOTE 1), 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 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>DO NOT CLICK RESUBMIT ORDER! (Only click Resubmit Order if previously entered funding requires changing AFTER approval).</p> <p>NOTE 2: This process will depend on the availability of FSMS. Upon clicking save, 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.</p>  <p>The screenshot shows the 'Order Funding' section of a system. At the top, there are tabs for 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval', 'Order Funding' (selected), and 'Order Audit'. Below the tabs, the user's name 'McCandles, Jacob' is displayed. Key information includes 'Empl ID: 1234567', 'Empl Record: 0', 'Trans ID: 2897942', 'Order Begin Date: 10/30/2023', 'Order End Date: 10/31/2023', 'Order Action: [dropdown]', 'Order Type: Separation', and 'Order Status: Authorized'. A 'Funding Data 1' section contains search fields for 'Project Code' (SR17) and 'Task Code'. Below this is a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The table lists 9 items, all with a 'Cost Total' of '\$0.00'. At the bottom, the 'Total Cost' is '\$0.00' and there is a 'Resubmit Order' button. A 'Save' button is also visible at the bottom left.</p>

Continued on next page

RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
22	<ul style="list-style-type: none"> • Select the Order Approval tab. • Enter Comments (required). • Click Submit. 
23	<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> 

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RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
24	<p>IMPORTANT: 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).</p> <p>NOTE: The DD -214 MUST be Finalized prior to the Order Status being set to Finished.</p> <p>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.</p> <div data-bbox="327 958 1369 1509" style="border: 1px solid black; padding: 5px;"> <p>DD 214</p> <p>McCandles Jacob Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2897942 Order Type: Separation</p> <p>Begin Date: 10/30/2023 Order Status: Ready</p> <p>End Date: 10/31/2023</p> <hr/> <p>DD214 Worksheet <input type="text" value=""/> <input type="button" value="1 of 1"/> <input type="button" value="View All"/></p> <p>1. Name: Last: <input type="text" value="ALEXIS"/> Version: 0</p> <p> First: <input type="text" value="OMARI"/></p> <p> Middle, Suffix: <input type="text" value="RONNIE"/> <input type="text" value=""/></p> <p>2. Dept, Comp & Branch: <input style="border: 2px solid red;" type="text" value="HOMELAND SECURITY: USCG AD"/> 3. SSN: <input type="text" value="053863957"/></p> <p>4.a. Grade, Rate or Rank: <input type="text" value=""/> 4.b. Pay Grade: <input type="text" value=""/></p> <p>5. Date of Birth: <input type="text" value="03/21/1996"/> 6. Res Obl Trm: <input type="text" value=""/></p> <p>7.a. Place of Entry (City/St): <input type="text" value="Washington"/> <input type="text" value="DC"/> <input type="text" value=""/></p> </div>