

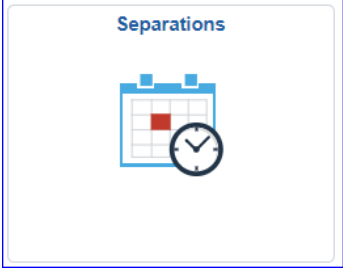
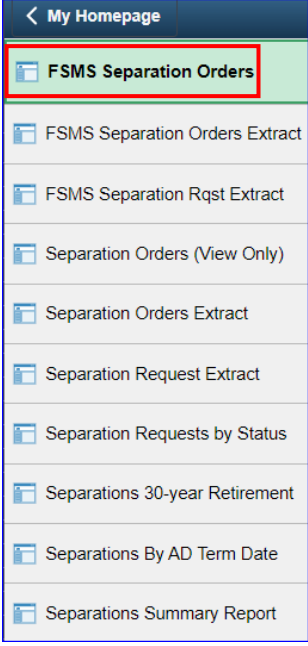
Resuming Retirement for a Recall Retired (Ret-1) Member

Introduction This guide provides the procedures for resuming retirement for a retired member (Ret -1) that has been recalled to Active Duty.

Before You Begin Look up the *Retirement Authority* from the member’s original retirement to enter in Step 6 of this guide.

Important Once the Separation Orders are approved, the SPO must communicate with PPC-RAS to coordinate when the member’s retired pay will be un-suspended.

Procedures See below.

Step	Action
1	<p>Click the Separations tile.</p> 
2	<p>The FSMS Separation Orders option will automatically display.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

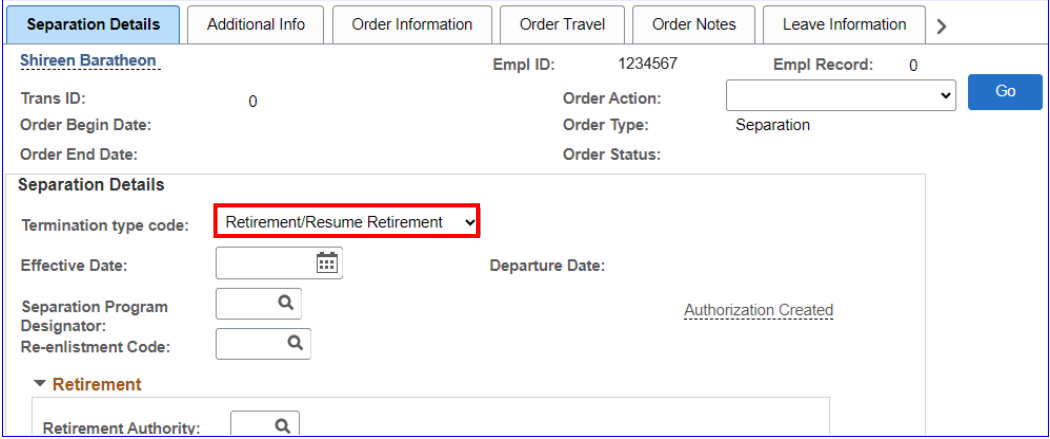
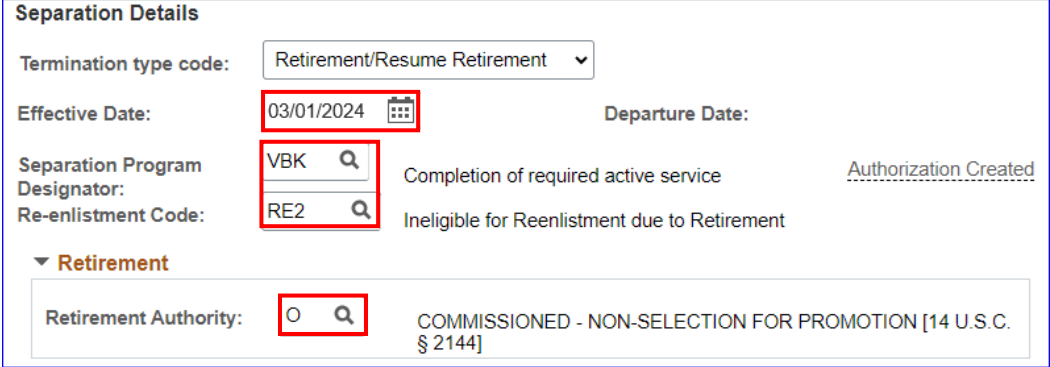
Procedures,
continued

Step	Action
3	<p>Select Add a New Value.</p> <div data-bbox="316 495 1035 1128" style="border: 1px solid blue; padding: 5px;"> <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> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Order Type <input type="text" value="="/> <input type="text" value="Separation"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name <input type="text" value="begins with"/> <input type="text"/></p> <p> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>
4	<p>Enter the member's Empl ID, verify you are using the correct Empl Record and click Add.</p> <div data-bbox="316 1240 892 1749" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Separation Orders</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Trans ID <input type="text" value="0"/></p> <p>Empl ID <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input style="border: 2px solid red;" type="text" value="0"/> <input type="button" value="Q"/></p> <p><input style="background-color: blue; color: white; border: 2px solid red;" type="button" value="Add"/></p> <p> Find an Existing Value Add a New Value </p> </div>

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

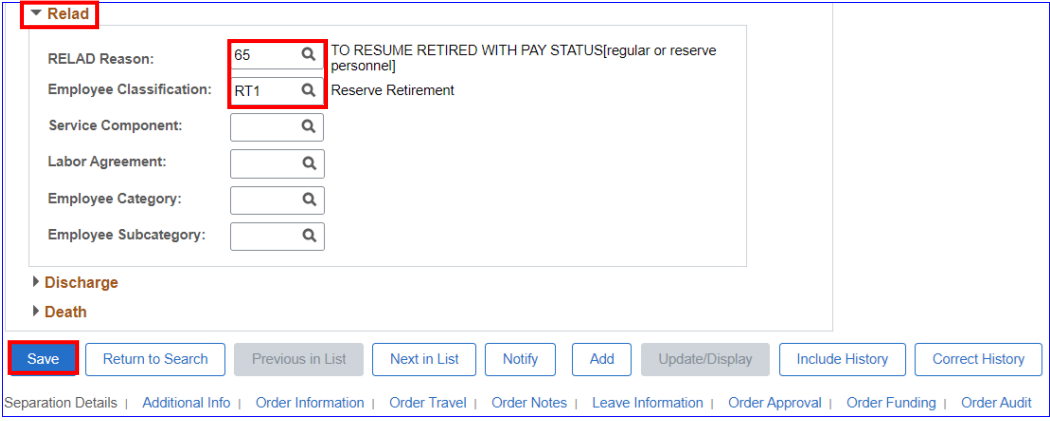
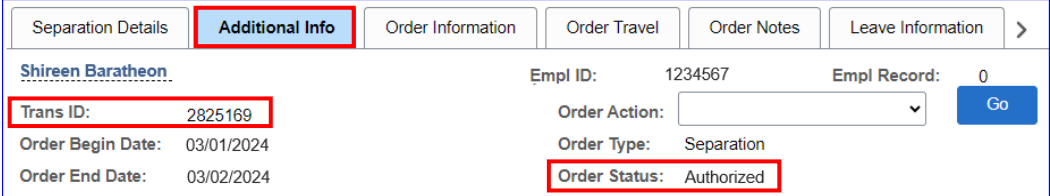
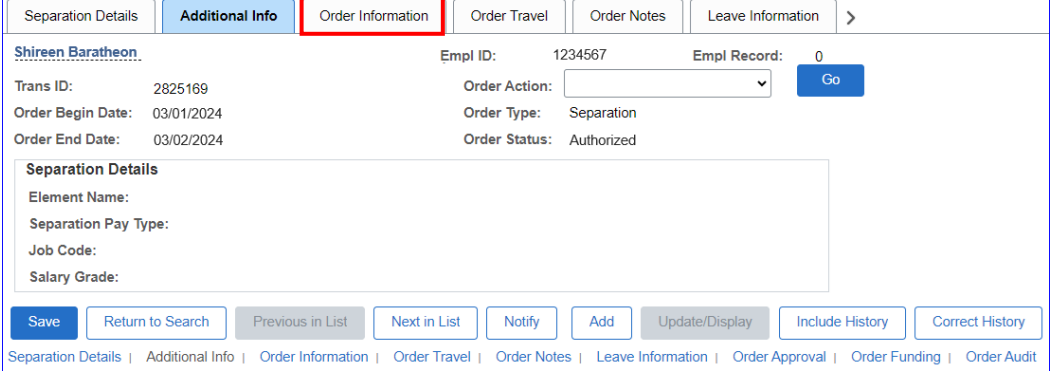
Procedures,
continued

Step	Action
5	<p>On the Separations tab, select Retirement/Resume Retirement from the Termination type code drop-down.</p>  <p>The screenshot shows the 'Separation Details' tab for member Shireen Baratheon (Empl ID: 1234567). The 'Termination type code' dropdown is highlighted with a red box and set to 'Retirement/Resume Retirement'. Other fields include 'Effective Date', 'Separation Program Designator', 'Re-enlistment Code', and 'Retirement Authority'.</p>
6	<p>Enter the Effective Date.</p> <ul style="list-style-type: none"> • Separations Program Designator – Select from the lookup icon. • Re-enlistment Code – Select from the lookup icon. • Retirement Authority – Select from the lookup icon what was listed on the member's original retirement orders.  <p>The screenshot shows the 'Separation Details' form with several fields highlighted in red boxes: 'Effective Date' (03/01/2024), 'Separation Program Designator' (VBK), 'Re-enlistment Code' (RE2), and 'Retirement Authority' (0). The 'Retirement Authority' dropdown is set to 'COMMISSIONED - NON-SELECTION FOR PROMOTION [14 U.S.C. § 2144]'.</p>

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

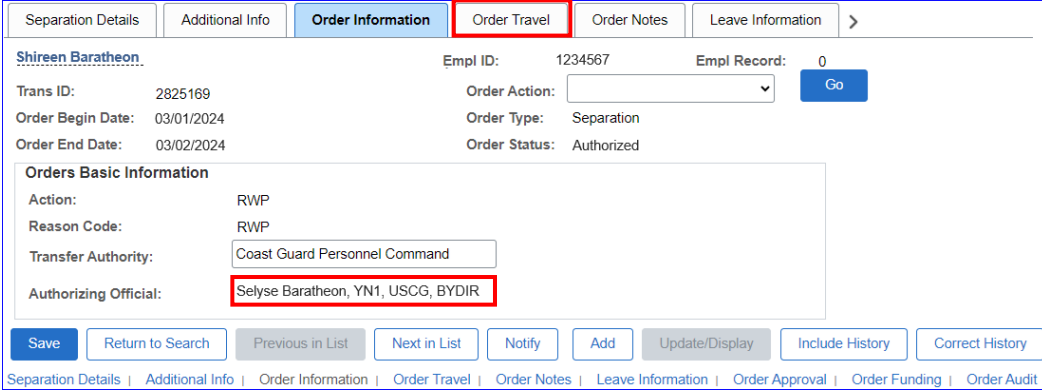
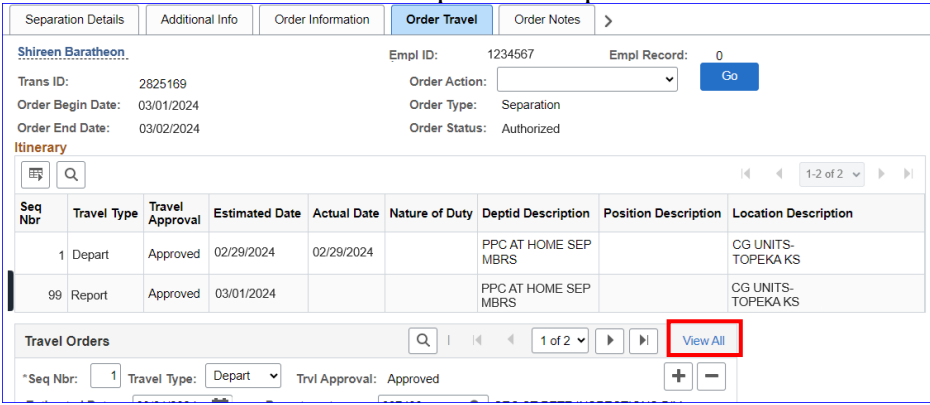
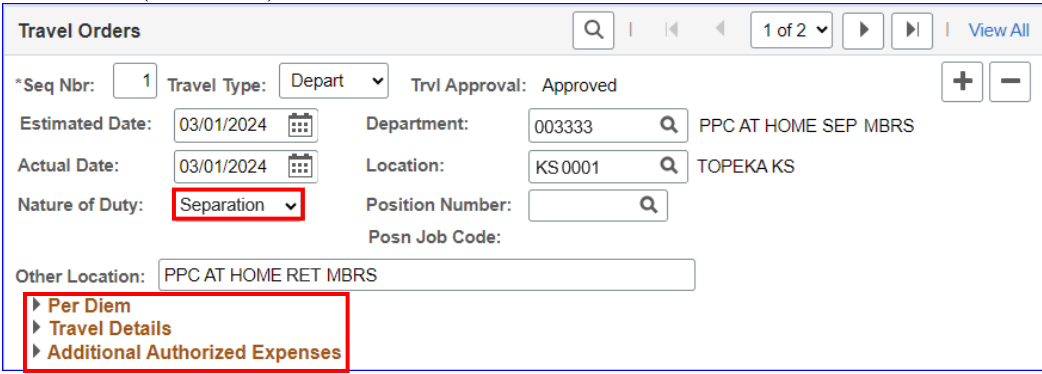
Procedures,
continued

Step	Action
7	<p>Click the Relad arrow to open that section.</p> <ul style="list-style-type: none"> • RELAD Reason – Select from the lookup icon or enter 65. • Employee Classification – Select RT1 from the lookup icon. <p>Click Save.</p>  <p>The screenshot shows a form titled 'Relad' with several fields: RELAD Reason (65), Employee Classification (RT1), Service Component, Labor Agreement, Employee Category, and Employee Subcategory. Below the form are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A navigation bar at the bottom includes links for Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding, and Order Audit.</p>
8	<p>Saving the transaction will generate a Trans ID and will change the Order Status to Authorized. Select the Additional Info tab.</p>  <p>The screenshot shows the 'Additional Info' tab selected. It displays the name 'Shireen Baratheon', Empl ID: 1234567, and Empl Record: 0. The 'Trans ID' is 2825169, 'Order Begin Date' is 03/01/2024, and 'Order End Date' is 03/02/2024. The 'Order Status' is 'Authorized'. There is a 'Go' button and an 'Order Action' dropdown menu.</p>
9	<p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for Resume Retirements. Select the Order Information tab.</p>  <p>The screenshot shows the 'Order Information' tab selected. It displays the same employee information as the previous tab. Below the main information is a 'Separation Details' section with fields for Element Name, Separation Pay Type, Job Code, and Salary Grade, which are currently blank. The 'Save' button and other navigation buttons are visible at the bottom.</p>

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

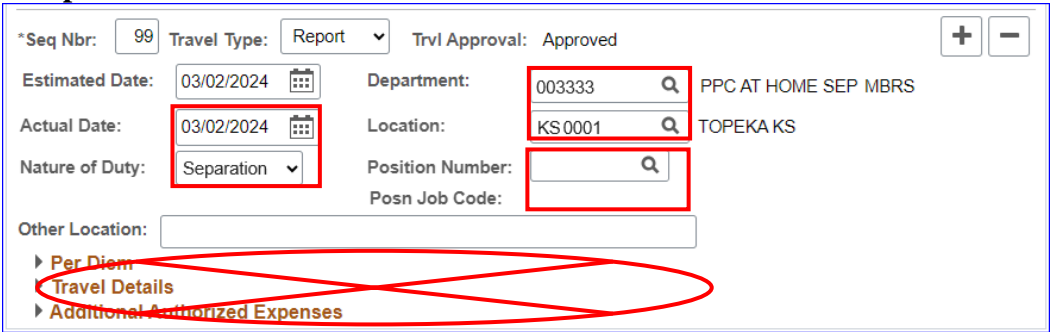
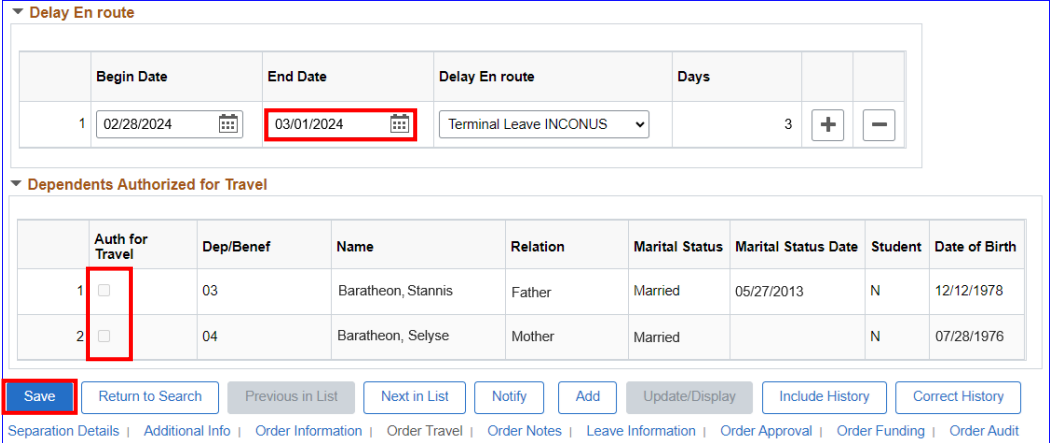
Procedures, continued

Step	Action
<p>10</p>	<p>Enter the Authorizing Official and select the Order Travel tab.</p> 
<p>11</p>	<p>Click View All to see both the Depart and Report rows.</p> 
<p>12</p>	<p>On the Depart row:</p> <ul style="list-style-type: none"> • Nature of Duty – Select Separation from the drop-down. • Click the arrows to expand Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member (if needed). 

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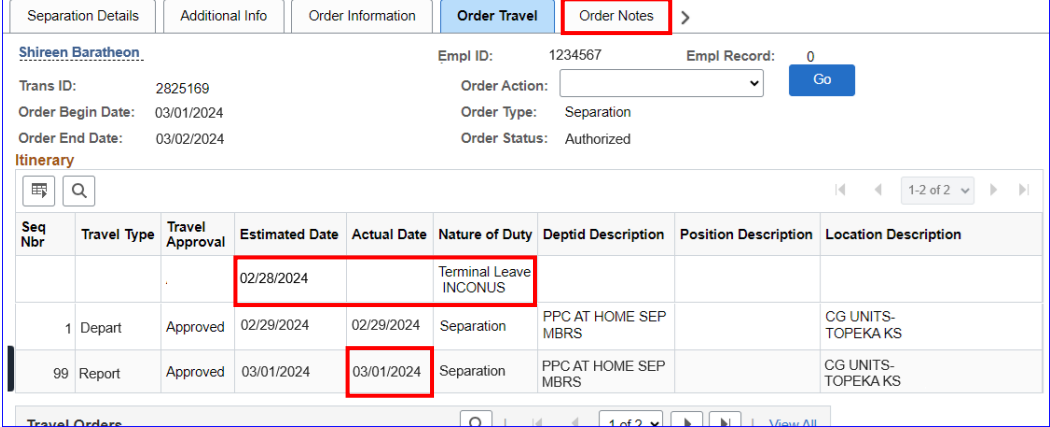
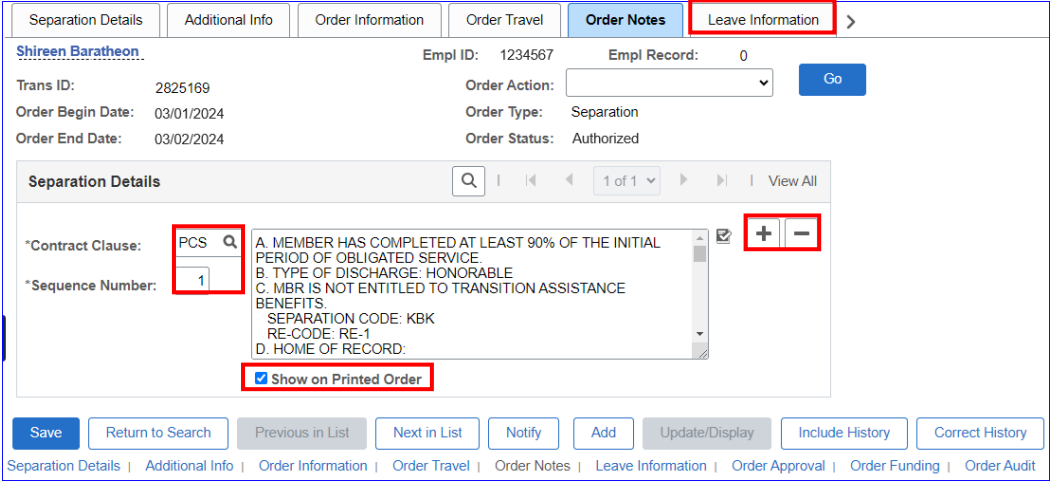
Procedures,
continued

Step	Action
<p>13</p>	<p>On the Report row:</p> <ul style="list-style-type: none"> • Actual Date – Enter the date (same as estimated). • Nature of Duty – Select Separation from the drop-down. • Department – Verify 003333 is selected. • Location – Verify KS0001 is selected. • Position Number, Posn Job Code and Other Location should be blank. • DO NOT USE Per Diem, Travel Details and Additional Authorized Expenses. 
<p>14</p>	<p>In the Delay En Route section, enter any time (such as Terminal Leave) that the member will be taking prior to their Termination Date. The End Date cannot go beyond their last day of AD. Select the appropriate box for Dependents Authorized to Travel (if any) and then click Save.</p> 

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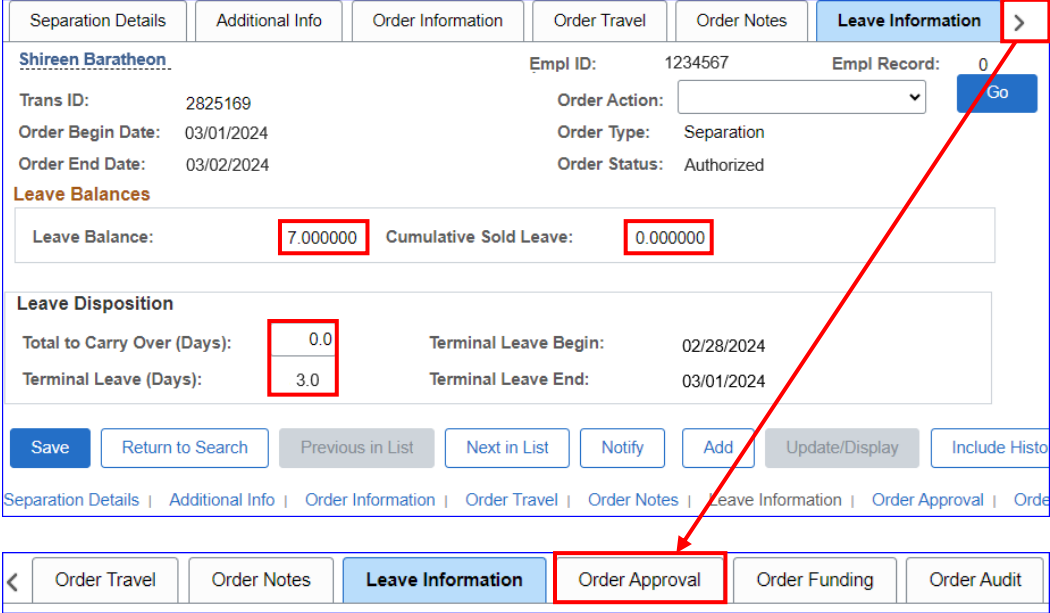
Procedures, continued

Step	Action
<p>15</p>	<p>Saving will update the Actual Date in the Report row and display the Terminal Leave in the Itinerary section. Select the Order Notes tab.</p> 
<p>16</p>	<p>Enter the appropriate Contract Clause (order note) from the lookup icon and edit as necessary. Use the Plus and Minus buttons as necessary. Enter a Sequence Number to identify how they will appear on the orders and verify the Show on Printed Order box is checked. Select the Leave Information tab.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

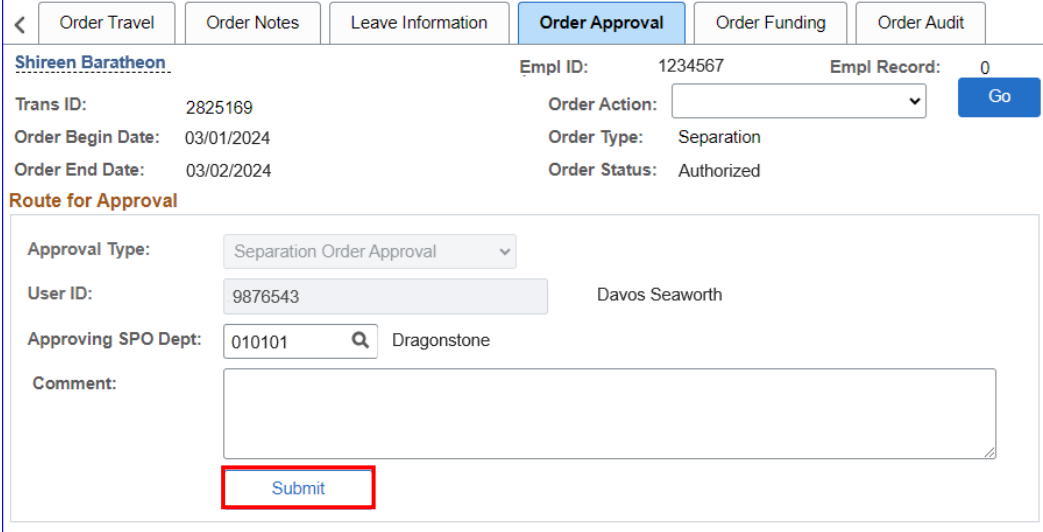
Procedures, continued

Step	Action
17	<p>Explanation of all fields are below:</p> <ul style="list-style-type: none"> • Leave Balance – The member’s balance as of the current pay/absence calendar (end of previous month). Any remaining leave balance (subject to career maximum) will be sold and included in the member’s final pay. • Cumulative Sold Leave – This is the total number of leave days that the member sold in their military career. • Total to Carry Over (Days) – This is specified by the SPO if the member requests it. This will be subtracted from the leave available to sell. Only used for Reservists and immediate recalls with no break in service. Defaults to 0. • Terminal Leave (Days) – This is the sum of terminal leave day specified on the Order Travel tab in Step 14. <p>Click the arrow to select the Order Approval tab.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

Procedures,
continued

Step	Action
<p>18</p>	<p>Click Submit.</p> 
<p>19</p>	<p>Once submitted, the Separation Order Approval is in a Pending status for supervisor approval.</p> 