



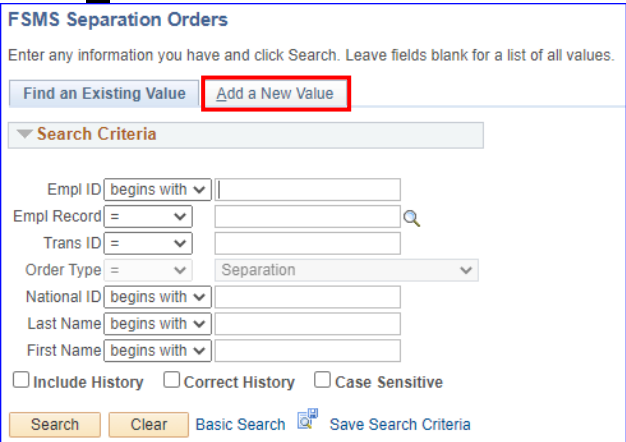
# Resuming Retirement for a Recall Retired (Ret-1) Member

**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 5 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.


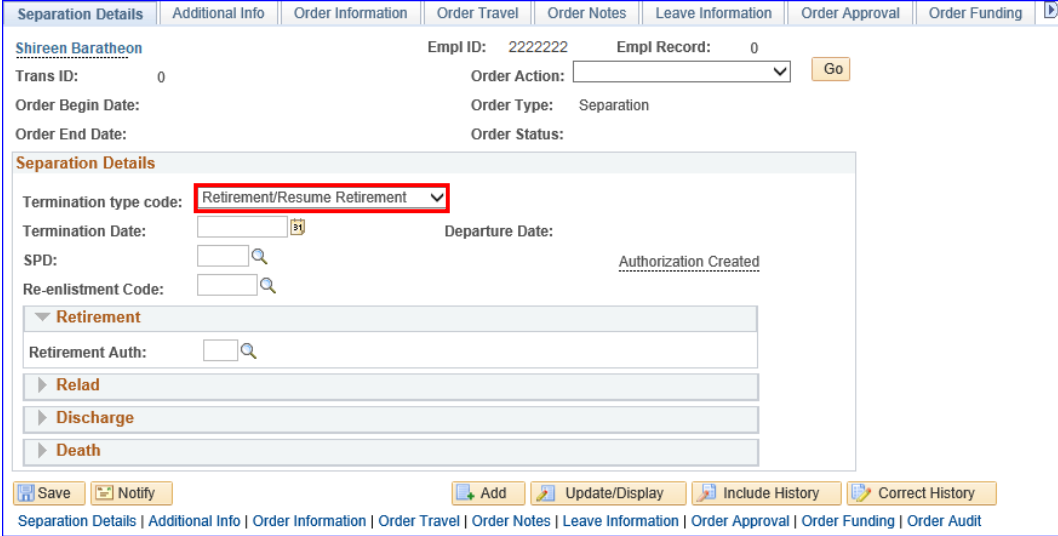
**Procedures** See below.

| Step              | Action  |
|-------------------|---|
| <p><b>1</b></p>   | <p>Click the <b>Separations</b> tile.</p>                 |
| <p><b>1.5</b></p> | <p>Select the <b>FSMS Separation Orders</b> option.</p>  |
| <p><b>2</b></p>   | <p>Select <b>Add a New Value</b>.</p>                    |

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

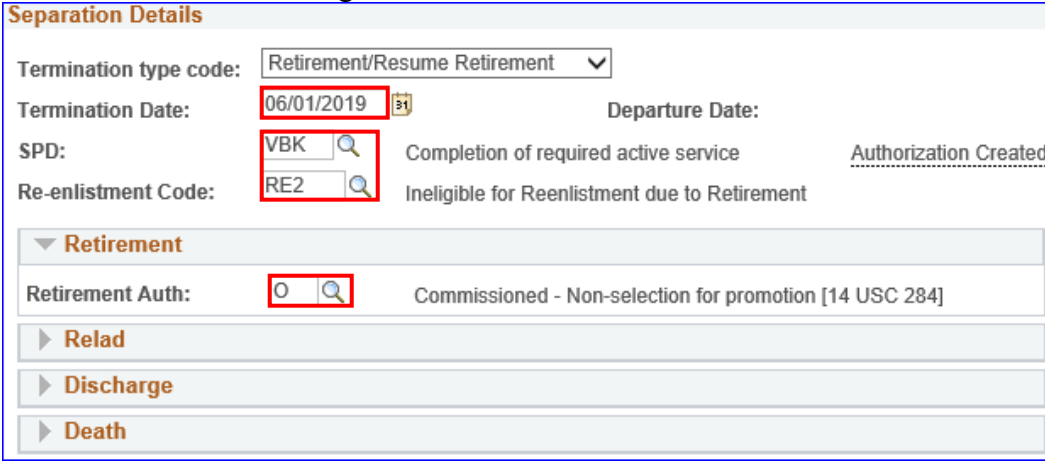
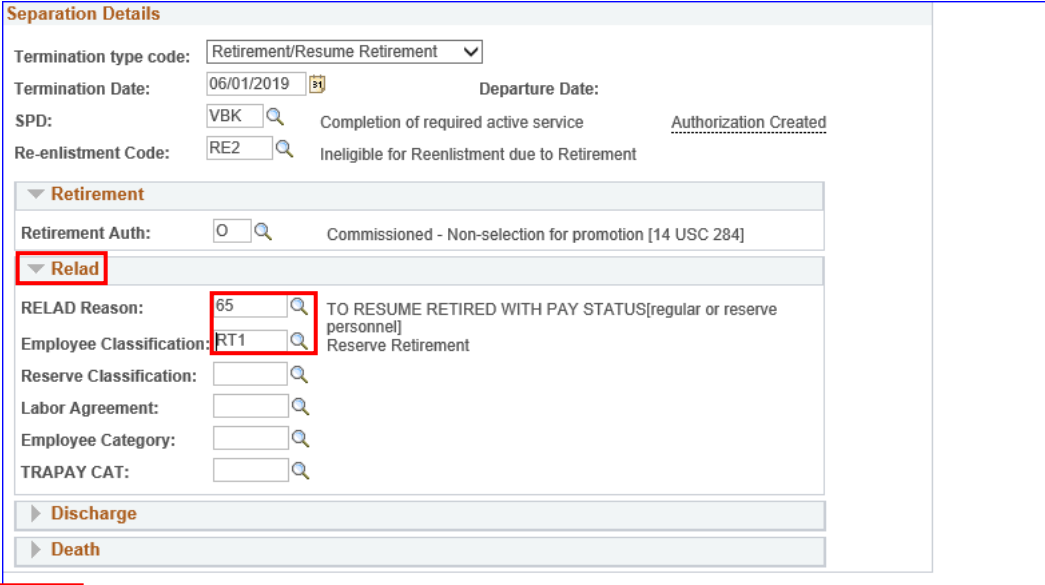
Procedures,  
continued

| Step | Action  |
|------|---|
| 3    | <p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>FSMS Separation Orders</b></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>   |
| 4    | <p>On the Separations tab, select Retirement/Resume Retirement from the <b>Termination type code</b> drop-down.</p>  <p>Separation Details   Additional Info   Order Information   Order Travel   Order Notes   Leave Information   Order Approval   Order Funding</p> <p>Shireen Baratheon   Empl ID: 2222222   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><b>Separation Details</b></p> <p>Termination type code: Retirement/Resume Retirement</p> <p>Termination Date: [calendar]   Departure Date:</p> <p>SPD: [search]   Authorization Created</p> <p>Re-enlistment Code: [search]</p> <p>Retirement</p> <p>Retirement Auth: [search]</p> <p>Relad</p> <p>Discharge</p> <p>Death</p> <p>Save   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> |

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

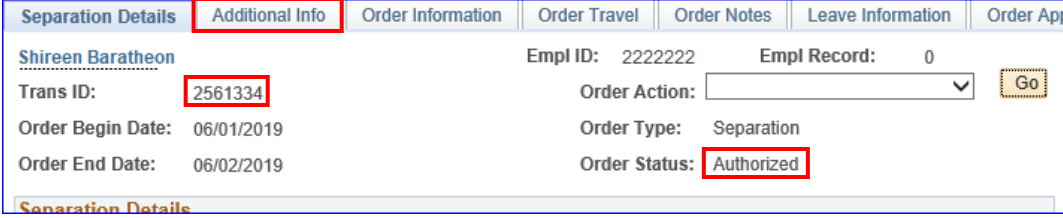
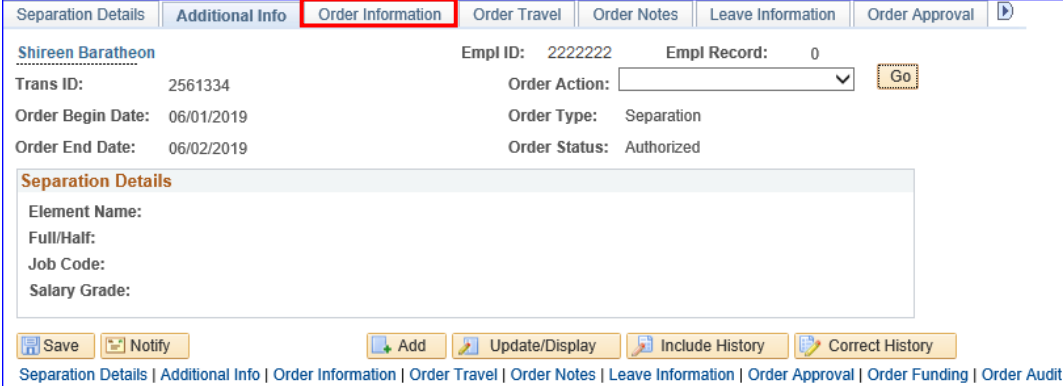
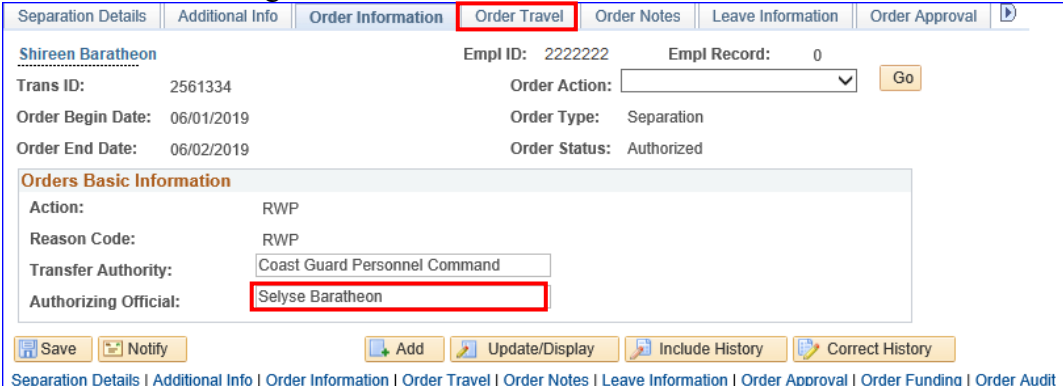
Procedures,  
continued

| Step | Action   |
|------|--|
| 5    | <p>Enter the <b>Termination/Effective Date</b>, the appropriate Separations Program Designator (<b>SPD</b>) from the lookup icon and the appropriate <b>Re-enlistment Code</b> from the lookup icon. Select from the lookup the <b>Retirement Auth</b> that was listed on the member's original retirement orders.</p>  |
| 6    | <p>Click the <b>Relad</b> arrow to open that section. Select from the lookup icon or enter 65 for the <b>RELAD Reason</b> and RT1 for the <b>Employee Classification</b>. Click <b>Save</b>.</p>   |

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

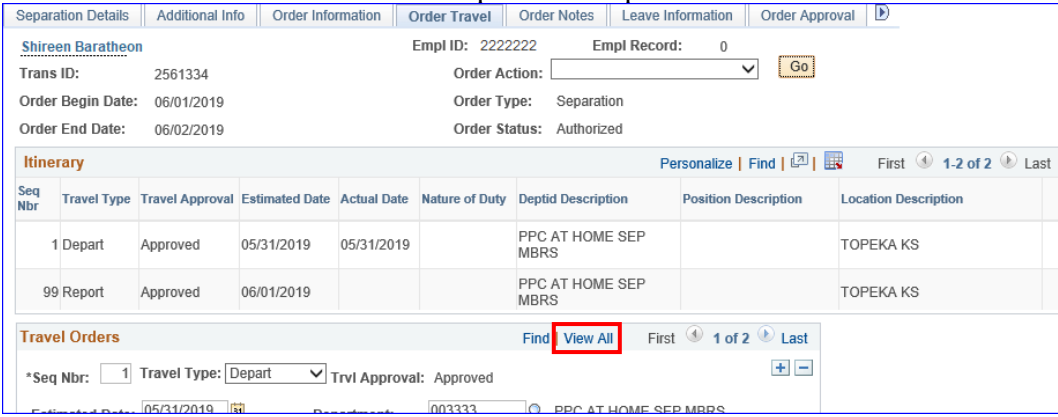
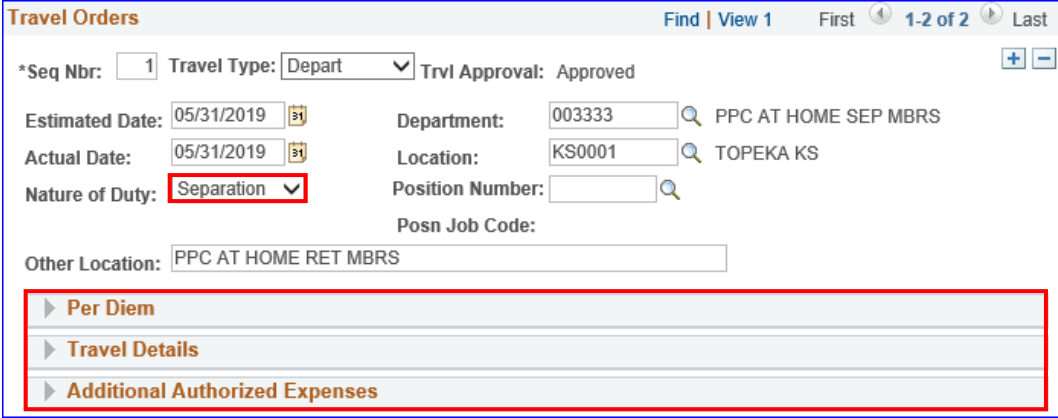
Procedures,  
continued

| Step | Action  |
|------|---|
| 7    | <p>Saving the transaction will generate a <b>Trans ID</b> and will change the <b>Order Status</b> to <b>Authorized</b>. Select the <b>Additional Info</b> tab.</p>  |
| 8    | <p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for Resume Retirements. Select the <b>Order Information</b> tab.</p>  |
| 9    | <p>Enter the Authorizing Official and select the <b>Order Travel</b> tab.</p>   |

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

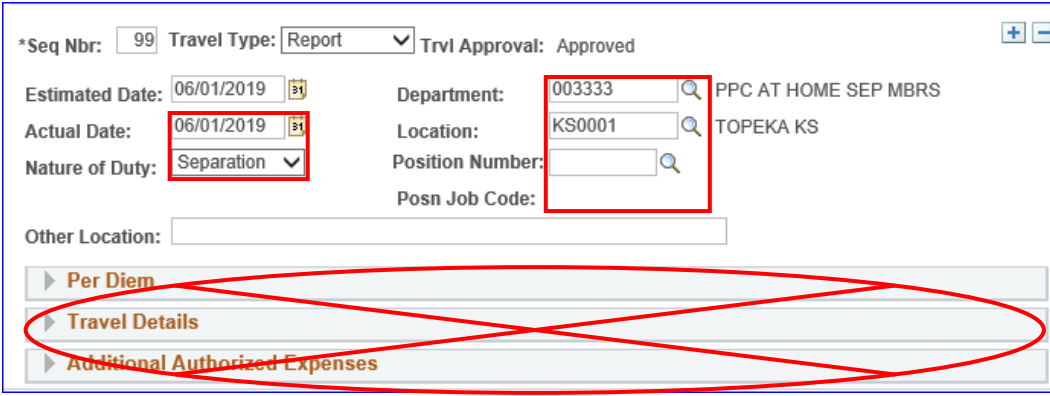
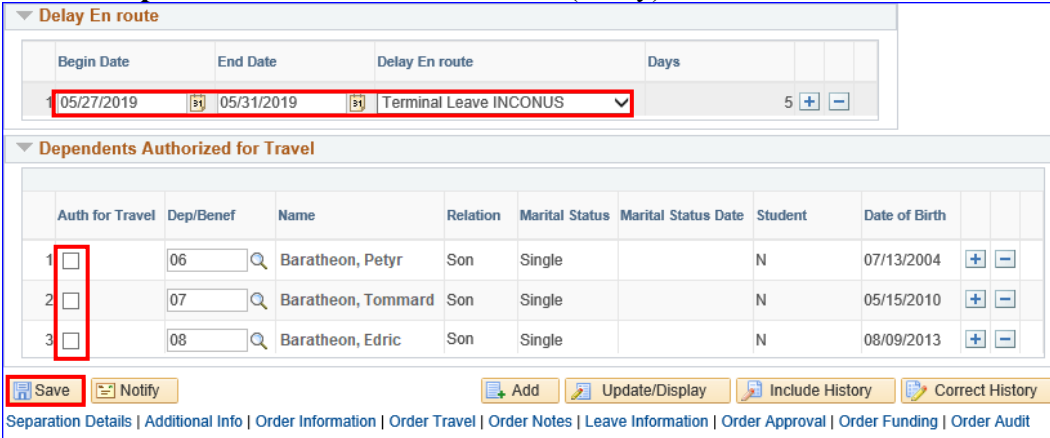
Procedures,  
continued

| Step             | Action   |                 |                |                 |                |                      |                      |                      |                      |                      |   |        |          |            |            |  |                      |  |           |    |        |          |            |  |  |                      |  |           |
|------------------|--|-----------------|----------------|-----------------|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|---|--------|----------|------------|------------|--|----------------------|--|-----------|----|--------|----------|------------|--|--|----------------------|--|-----------|
| <p><b>10</b></p> | <p>Click on <b>View All</b> to see both the Depart and Report rows.</p>  <p>The screenshot shows a user interface for a member named Shireen Baratheon. At the top, there are tabs for 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', and 'Order Approval'. Below the tabs, member information is displayed: Empl ID: 2222222, Empl Record: 0, Trans ID: 2561334, Order Action: (dropdown), Order Begin Date: 06/01/2019, Order Type: Separation, Order End Date: 06/02/2019, and Order Status: Authorized. A 'Go' button is next to the Order Action dropdown. Below this is an 'Itinerary' section with a table:</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>05/31/2019</td> <td>05/31/2019</td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/01/2019</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table> <p>Below the itinerary is a 'Travel Orders' section with a 'View All' button highlighted in red. The Travel Orders section includes fields for *Seq Nbr: 1, Travel Type: Depart, Trvl Approval: Approved, and a search icon.</p> | Seq Nbr         | Travel Type    | Travel Approval | Estimated Date | Actual Date          | Nature of Duty       | Deptid Description   | Position Description | Location Description | 1 | Depart | Approved | 05/31/2019 | 05/31/2019 |  | PPC AT HOME SEP MBRS |  | TOPEKA KS | 99 | Report | Approved | 06/01/2019 |  |  | PPC AT HOME SEP MBRS |  | TOPEKA KS |
| Seq Nbr          | Travel Type  | Travel Approval | Estimated Date | Actual Date     | Nature of Duty | Deptid Description   | Position Description | Location Description |                      |                      |   |        |          |            |            |  |                      |  |           |    |        |          |            |  |  |                      |  |           |
| 1                | Depart   | Approved        | 05/31/2019     | 05/31/2019      |                | PPC AT HOME SEP MBRS |                      | TOPEKA KS            |                      |                      |   |        |          |            |            |  |                      |  |           |    |        |          |            |  |  |                      |  |           |
| 99               | Report   | Approved        | 06/01/2019     |                 |                | PPC AT HOME SEP MBRS |                      | TOPEKA KS            |                      |                      |   |        |          |            |            |  |                      |  |           |    |        |          |            |  |  |                      |  |           |
| <p><b>11</b></p> | <p>On the Depart row, change the <b>Nature of Duty</b> to Separation. Click the <b>arrows</b> to expand <b>Per Diem</b>, <b>Travel Details</b> and <b>Additional Authorized Expenses</b> sections to add specific travel entitlements for the member (if needed).</p>  <p>The screenshot shows the 'Travel Orders' form for the '1 Depart' row. The 'Nature of Duty' dropdown is set to 'Separation' and is highlighted with a red box. Below the form, three expandable sections are shown: 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses', all highlighted with a red box. The form includes fields for Estimated Date: 05/31/2019, Actual Date: 05/31/2019, Department: 003333, Location: KS0001, and Position Number: (empty). The 'Other Location' field contains 'PPC AT HOME RET MBRS'.</p>   |                 |                |                 |                |                      |                      |                      |                      |                      |   |        |          |            |            |  |                      |  |           |    |        |          |            |  |  |                      |  |           |

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

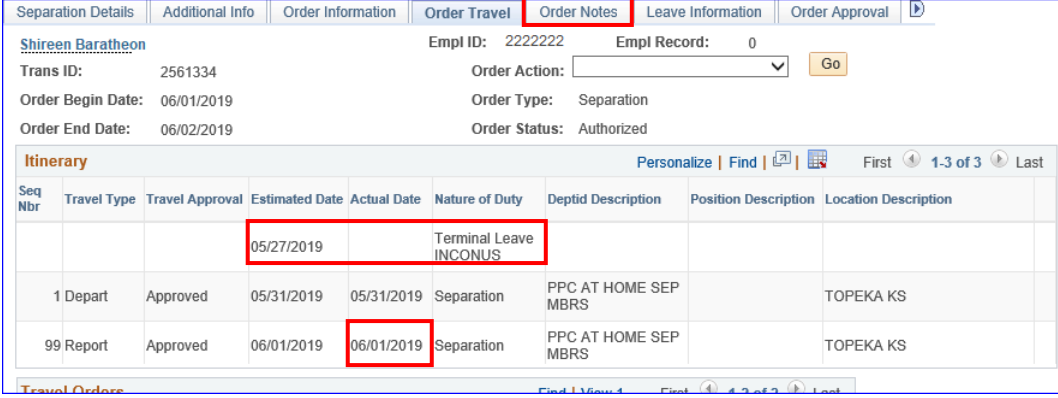
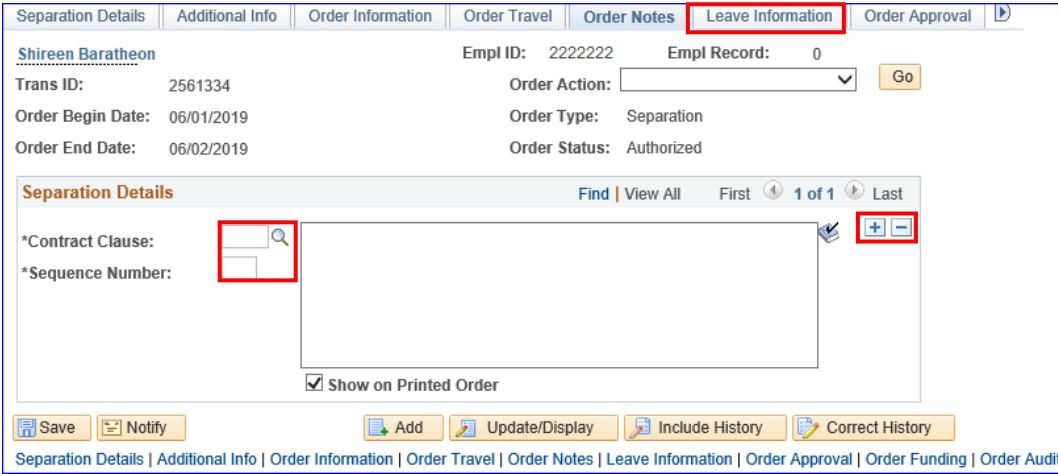
Procedures, continued

| Step | Action   |
|------|--|
| 12   | <p>On the Report row, enter the <b>Actual Date</b> (same as estimated) and change the <b>Nature of Duty</b> to Separation. Verify the <b>Department</b> the member will report to upon Separation is 003333 and the <b>Location</b> is KS0001. The <b>Position Number</b> and <b>Posn Job Code</b> should be blank. The Report row also has the <b>Per Diem</b>, <b>Travel Details</b> and <b>Additional Authorized Expenses</b> sections that won't be used for this transaction.</p>  |
| 13   | <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 <b>End Date</b> cannot go beyond their last day of Active Duty. Terminal Leave INCONUS/OUTCONUS <b>MUST</b> be the last entry for the Delay En Route section. Select the appropriate box for <b>Dependents Authorized to Travel</b> (if any) and then click <b>Save</b>.</p>   |

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

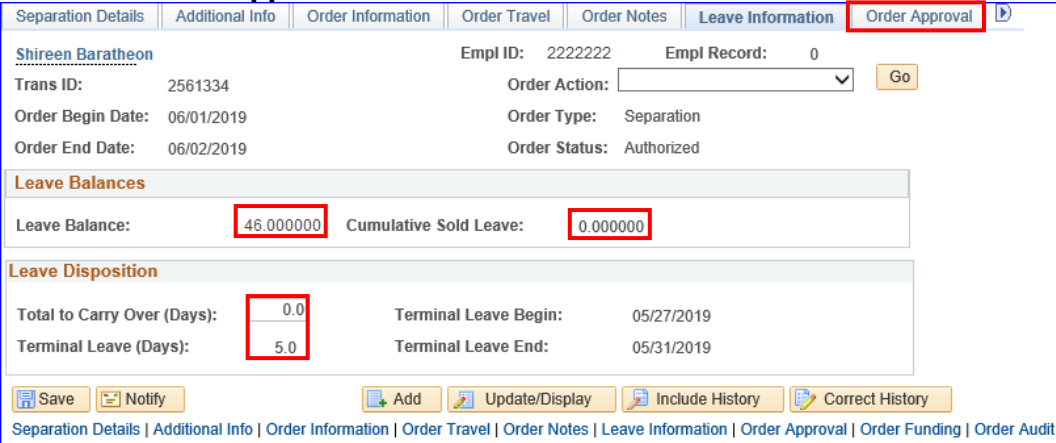
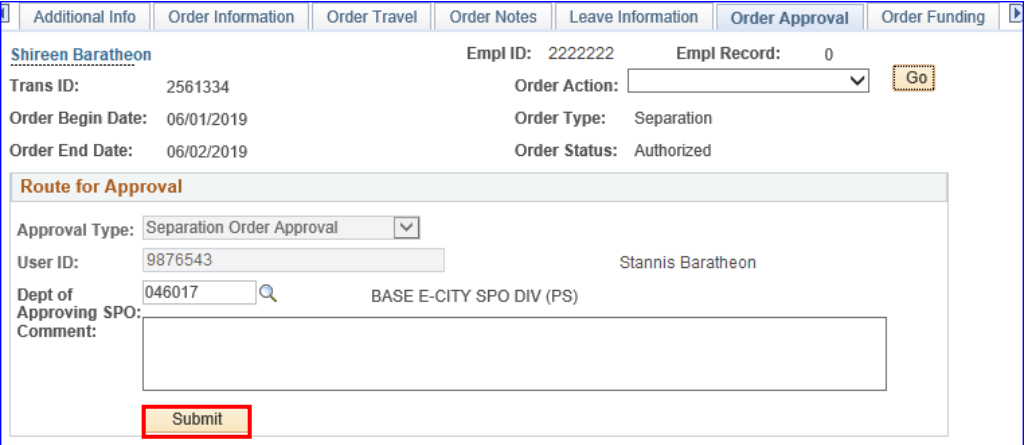
Procedures, continued

| Step             | Action   |
|------------------|--|
| <p><b>14</b></p> | <p>Saving will update the <b>Actual Date</b> in the Report row and display the <b>Terminal Leave</b> in the Itinerary section. Select the <b>Order Notes</b> tab.</p>    |
| <p><b>15</b></p> | <p>Enter the appropriate <b>Contract Clause</b> (order note) 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</b> to identify how they will appear on the orders. Select the <b>Leave Information</b> tab.</p>  |

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

Procedures,  
continued

| Step | Action   |
|------|--|
| 16   | <p>Explanation of all fields are below:</p> <ul style="list-style-type: none"> <li>• <b>Leave Balance</b> – 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.</li> <li>• <b>Cumulative Sold Leave</b> – This is the total number of leave days that the member sold in their military career.</li> <li>• <b>Total to Carry Over (Days)</b> – 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.</li> <li>• <b>Terminal Leave (Days)</b> – This is the sum of terminal leave day specified on the Order Travel tab in Step 13.</li> </ul> <p>Select the <b>Order Approval</b> tab.</p>  |
| 17   | <p>Click <b>Submit</b>.</p>    |

Continued on next page



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

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Procedures,  
continued

| Step | Action   |
|------|--|
| 18   | <p>Once submitted, the Approve Separation Order is in a <b>Pending</b> status for SPO approval.</p> <div data-bbox="316 555 1380 913"><p><b>Approve Separation Order</b></p><p>Approval Sep Order Header: <b>Pending</b> <a href="#">View/Hide Comments</a></p><p>One Level Approval</p><p><b>Pending</b></p><p><a href="#">Multiple Approvers</a><br/>SPO Supervisor</p><p><b>Comments</b></p><p><b>Stannis Baratheon at 05/07/19 - 2:09 PM</b><br/>&lt;No Comments&gt;</p><p><a href="#">Save</a> <a href="#">Notify</a> <a href="#">Add</a> <a href="#">Update/Display</a> <a href="#">Include History</a> <a href="#">Correct History</a></p><p><a href="#">Separation Details</a>   <a href="#">Additional Info</a>   <a href="#">Order Information</a>   <a href="#">Order Travel</a>   <a href="#">Order Notes</a>   <a href="#">Leave Information</a>   <a href="#">Order Approval</a>   <a href="#">Order Funding</a>   <a href="#">Order Audit</a></p></div> |

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