

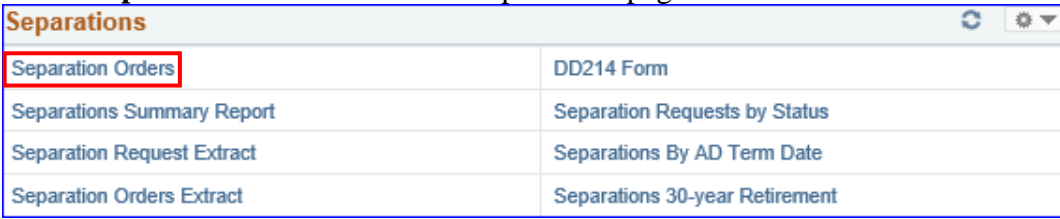
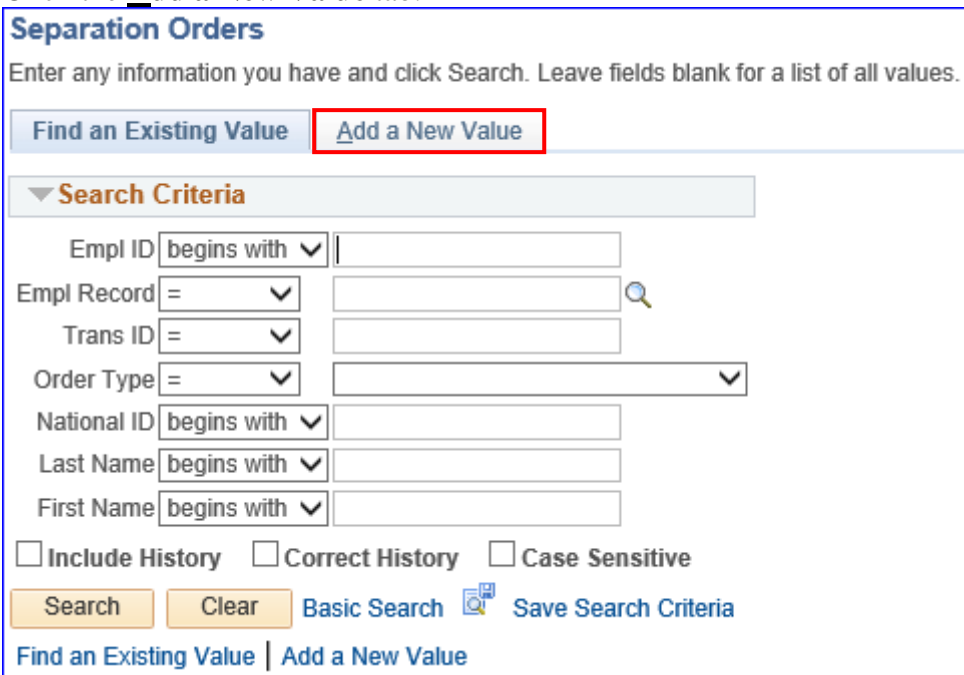
Resuming Retirement for a Recall Retired (Ret-1) Member

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 unsuspended.

Procedures See below.

Step	Action								
1	<p>Select Separation Orders from the Separations pagelet.</p>  <p>The screenshot shows a web interface titled "Separations" 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								
2	<p>Click the Add a New Value tab.</p>  <p>The screenshot shows the "Separation Orders" search interface with the "Add a New Value" tab selected. It includes search criteria fields for Empl ID, Empl Record, Trans ID, Order Type, National ID, Last Name, and First Name, along with checkboxes for "Include History", "Correct History", and "Case Sensitive".</p>								

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





















Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> <p>Separation Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Trans ID: 0</p> <p>Empl ID: 2222222</p> <p>Empl Record: 0</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
4	<p>On the Separations tab, select Retirement/Resume Retirement from the Termination type code drop-down.</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>Separation Details</p> <p>Termination type code: Retirement/Resume Retirement</p> <p>Termination Date: [calendar] Departure Date:</p> <p>SPD: [dropdown] Authorization Created</p> <p>Re-enlistment Code: [dropdown]</p> <p>Retirement</p> <p>Retirement Auth: [dropdown]</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

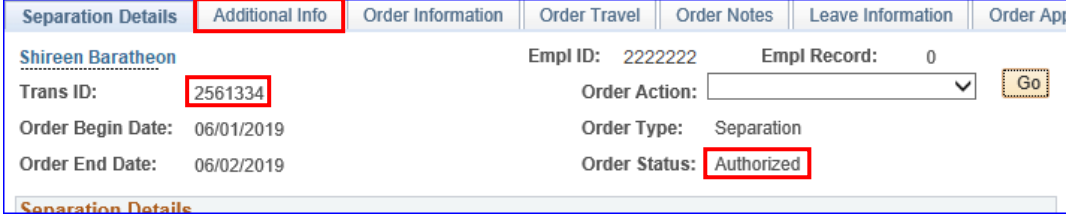
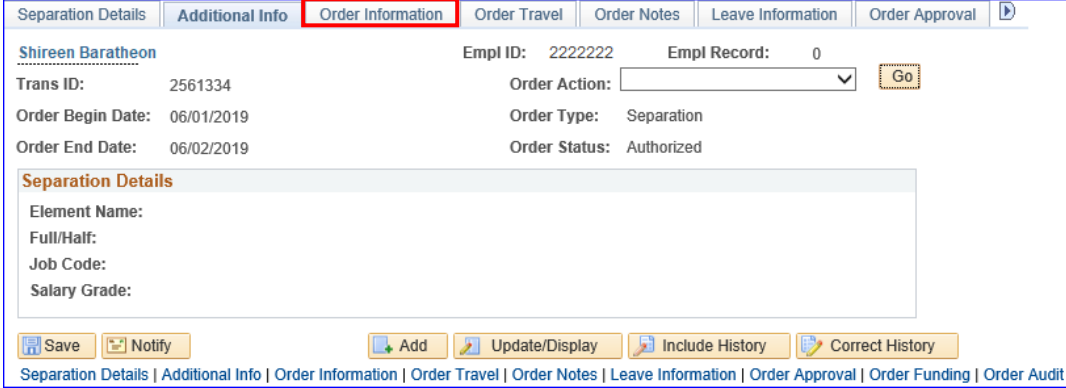
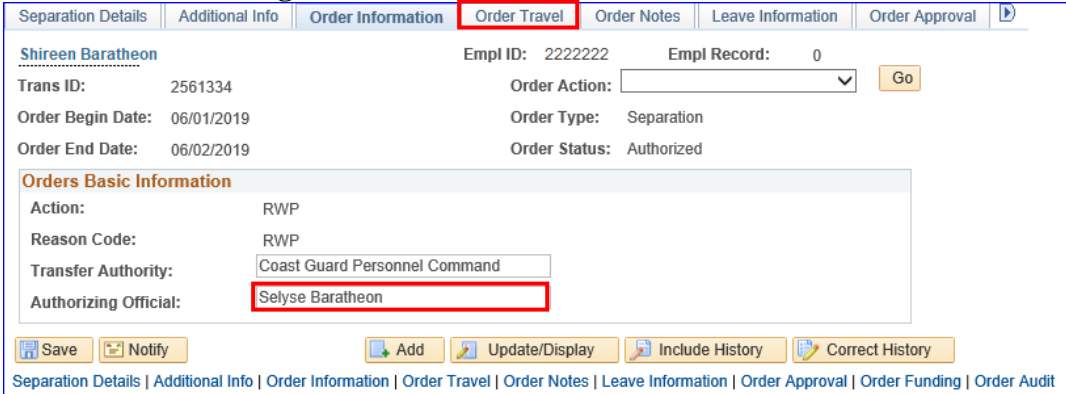
Procedures,
continued

Step	Action
<p>5</p>	<p>Enter the Termination Date, the appropriate Separations Program Designator (SPD) from the lookup icon and the appropriate Re-enlistment Code from the lookup icon. Select from the lookup the Retirement Auth that was listed on the member's original retirement orders.</p> <div data-bbox="316 667 1385 1126" style="border: 1px solid #ccc; padding: 5px;"> <p>Separation Details</p> <p>Termination type code: Retirement/Resume Retirement ▾</p> <p>Termination Date: 06/01/2019  Departure Date:</p> <p>SPD: VBK  Completion of required active service Authorization Created</p> <p>Re-enlistment Code: RE2  Ineligible for Reenlistment due to Retirement</p> <p>▾ Retirement</p> <p>Retirement Auth: 0  Commissioned - Non-selection for promotion [14 USC 284]</p> <p>▶ Relad</p> <p>▶ Discharge</p> <p>▶ Death</p> </div>
<p>6</p>	<p>Click the Relad arrow to open that section. Select from the lookup icon or enter 65 for the RELAD Reason and RT1 for the Employee Classification. Click Save.</p> <div data-bbox="316 1238 1385 1883" style="border: 1px solid #ccc; padding: 5px;"> <p>Separation Details</p> <p>Termination type code: Retirement/Resume Retirement ▾</p> <p>Termination Date: 06/01/2019  Departure Date:</p> <p>SPD: VBK  Completion of required active service Authorization Created</p> <p>Re-enlistment Code: RE2  Ineligible for Reenlistment due to Retirement</p> <p>▾ Retirement</p> <p>Retirement Auth: 0  Commissioned - Non-selection for promotion [14 USC 284]</p> <p>▾ Relad</p> <p>RELAD Reason: 65  TO RESUME RETIRED WITH PAY STATUS[regular or reserve personnel]</p> <p>Employee Classification: RT1  Reserve Retirement</p> <p>Reserve Classification: <input type="text"/> </p> <p>Labor Agreement: <input type="text"/> </p> <p>Employee Category: <input type="text"/> </p> <p>TRAPAY CAT: <input type="text"/> </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> </div>

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

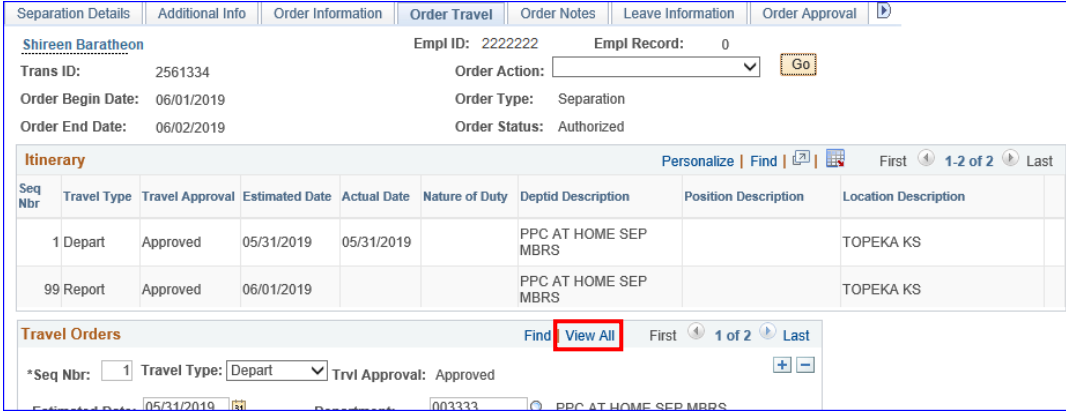
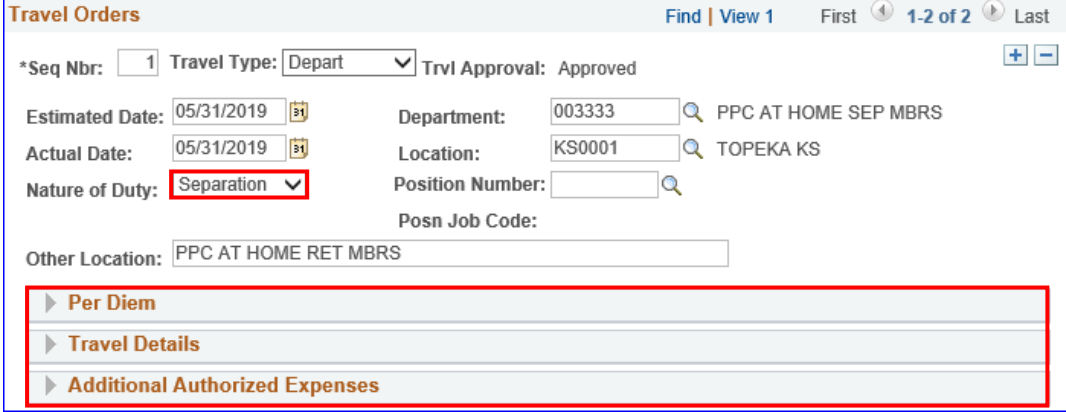
Procedures,
continued

Step	Action
7	<p>Saving the transaction will generate a Trans ID and will change the Order Status to Authorized. Select the Additional Info 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 Order Information tab.</p> 
9	<p>Enter the Authorizing Official and select the Order Travel tab.</p> 

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

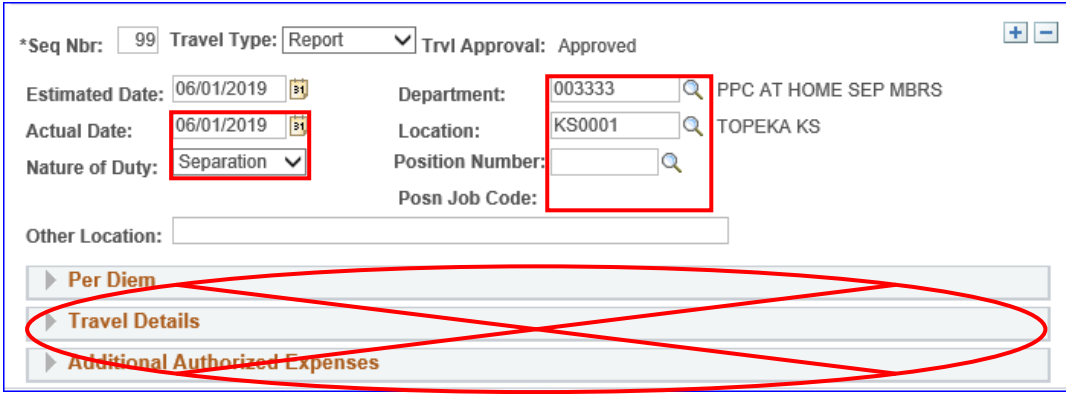
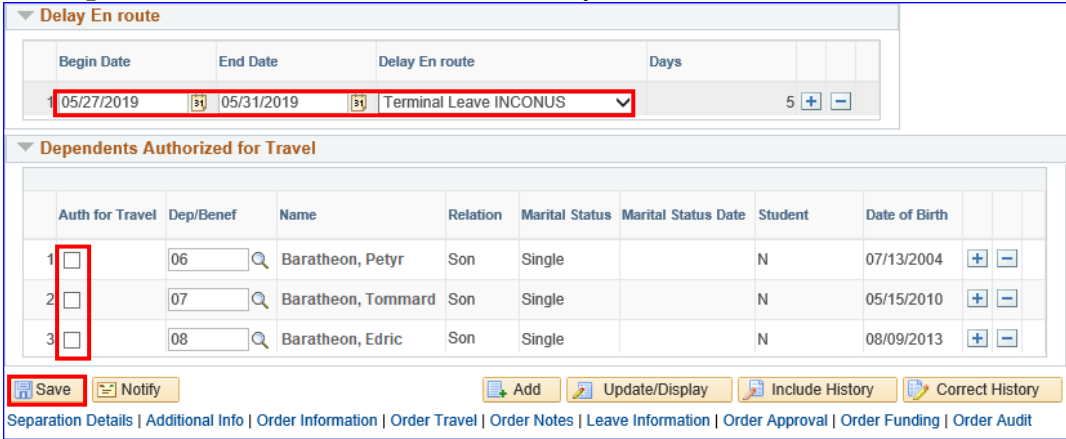
Procedures,
continued

Step	Action																											
<p>10</p>	<p>Click on View All to see both the Depart and Report rows.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Member: Shireen Baratheon Empl ID: 2222222 Empl Record: 0 Trans ID: 2561334 Order Action: (Dropdown menu) Order Begin Date: 06/01/2019 Order End Date: 06/02/2019 Order Type: Separation Order Status: Authorized <p>Itinerary 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>Travel Orders Section:</p> <ul style="list-style-type: none"> Find View All (highlighted) *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved 	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																				
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99	Report	Approved	06/01/2019			PPC AT HOME SEP MBRS		TOPEKA KS																				
<p>11</p>	<p>On the Depart row, change the Nature of Duty to Separation. Click the arrows to expand Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member (if needed).</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 05/31/2019 Actual Date: 05/31/2019 Nature of Duty: Separation (highlighted) Department: 003333 Location: KS0001 Position Number: (Empty) Posn Job Code: (Empty) Other Location: PPC AT HOME RET MBRS <p>Expandable Sections (highlighted):</p> <ul style="list-style-type: none"> ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses 																											

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

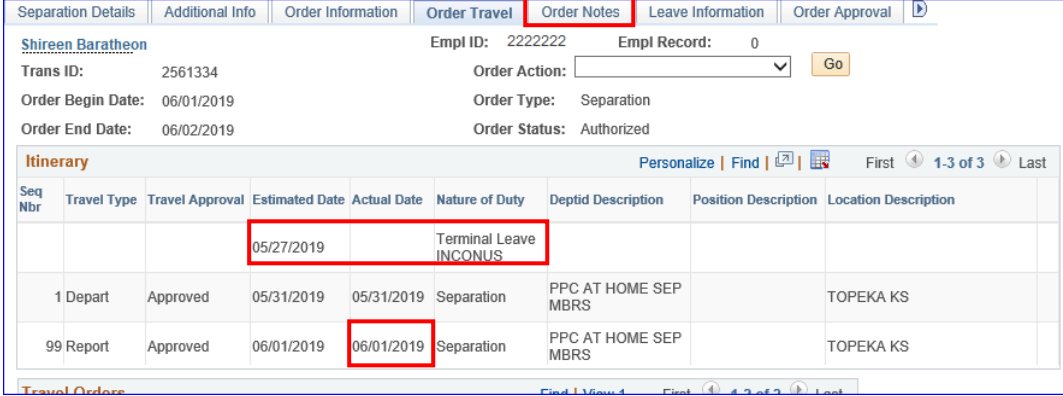
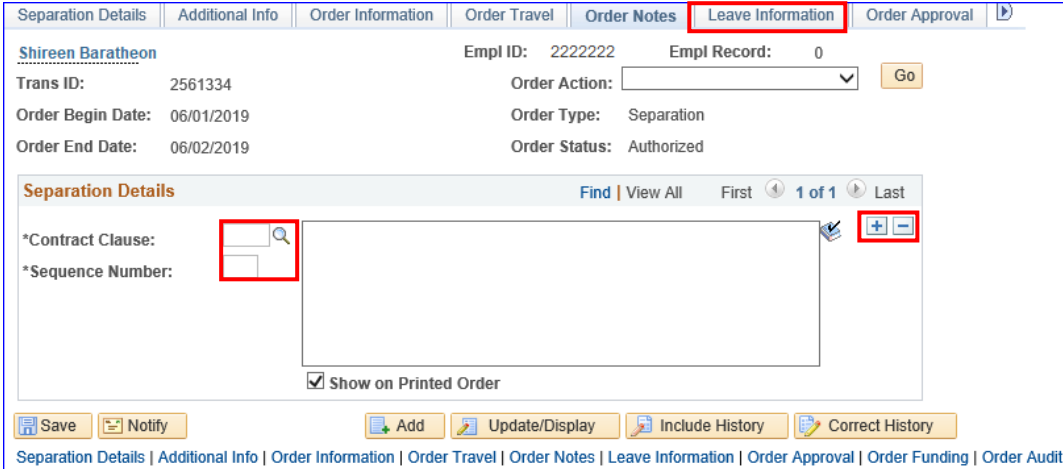
Procedures,
continued

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

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

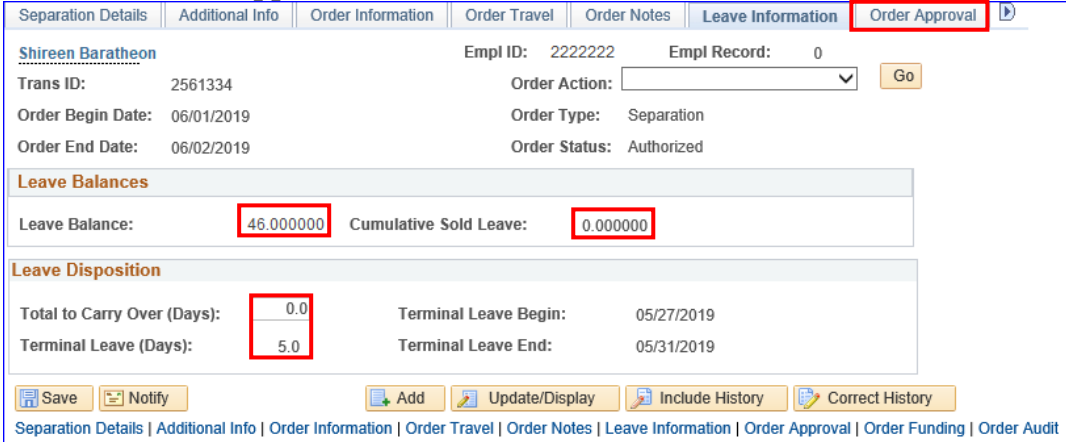
Procedures, continued

Step	Action
<p>14</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>15</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. Select the Leave Information tab.</p> 

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

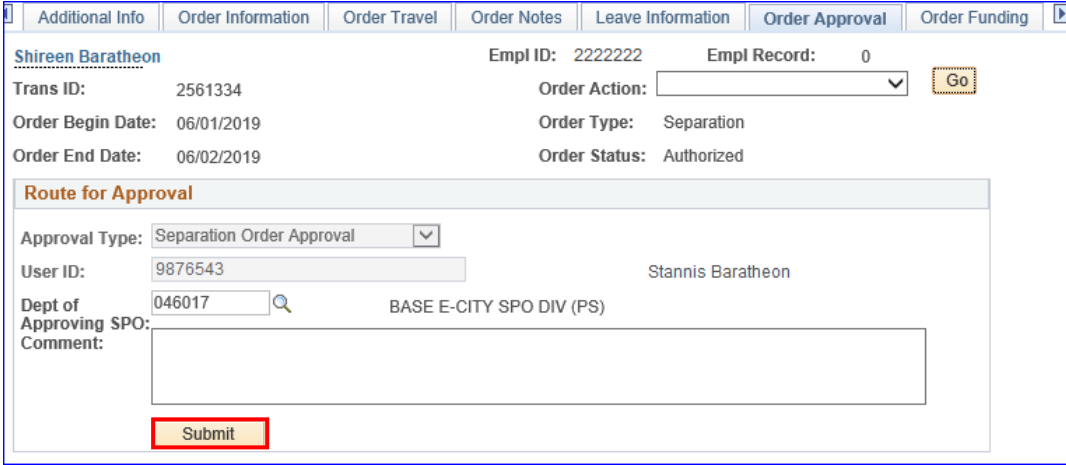
Procedures,
continued

Step	Action
16	<p>Explanation of all fields are below:</p> <ul style="list-style-type: none"> • 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 13. <p>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>17</p>	<p>Click Submit.</p> 
<p>18</p>	<p>Once submitted, the Approve Separation Order is in a Pending status for SPO approval.</p> 