

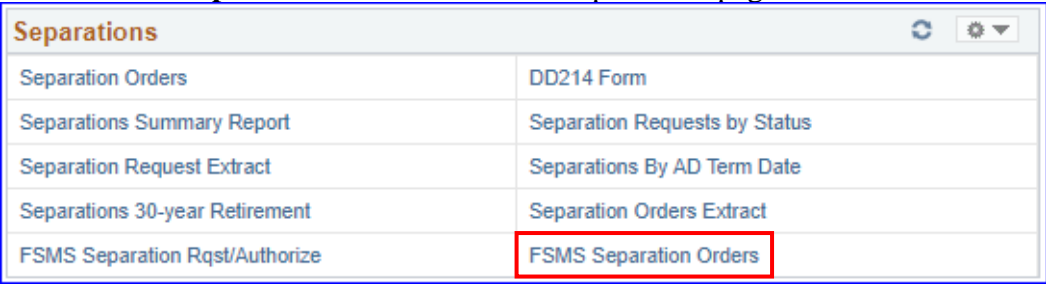
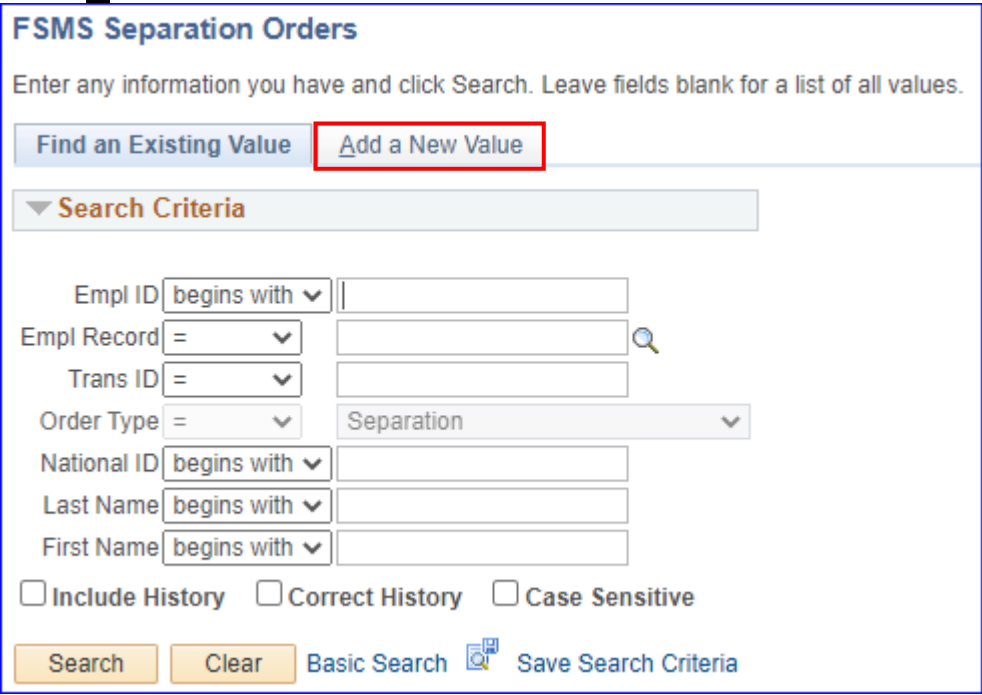
Resuming Retirement for a Recall Retired (Ret-1) Member

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.


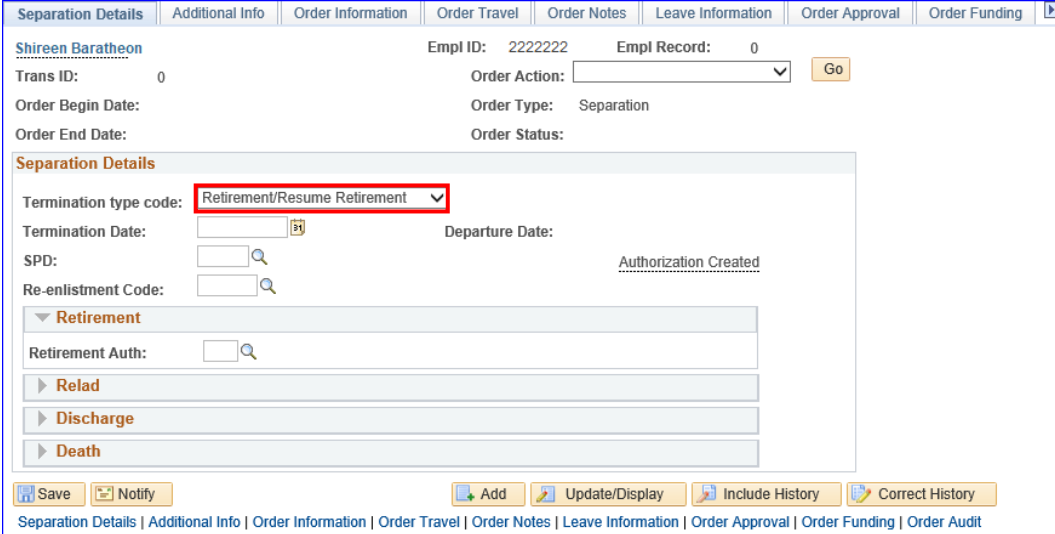
Procedures See below.

Step	Action										
1	<p>Select FSMS Separation Orders from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table of options:</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>Separations 30-year Retirement</td> <td>Separation Orders Extract</td> </tr> <tr> <td>FSMS Separation Rqst/Authorize</td> <td>FSMS Separation Orders</td> </tr> </table>	Separation Orders	DD214 Form	Separations Summary Report	Separation Requests by Status	Separation Request Extract	Separations By AD Term Date	Separations 30-year Retirement	Separation Orders Extract	FSMS Separation Rqst/Authorize	FSMS Separation Orders
Separation Orders	DD214 Form										
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2	<p>Select Add a New Value.</p>  <p>The screenshot shows the 'FSMS Separation Orders' search interface. It includes a search criteria section with various dropdown menus and text input fields. The 'Add a New Value' button is highlighted with a red box.</p> <p>Search Criteria:</p> <ul style="list-style-type: none"> Empl ID: begins with [] Empl Record: = [] Trans ID: = [] Order Type: = [Separation] National ID: begins with [] Last Name: begins with [] First Name: begins with [] <p>Options: <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Buttons: Search, Clear, Basic Search, Save Search Criteria</p>										

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

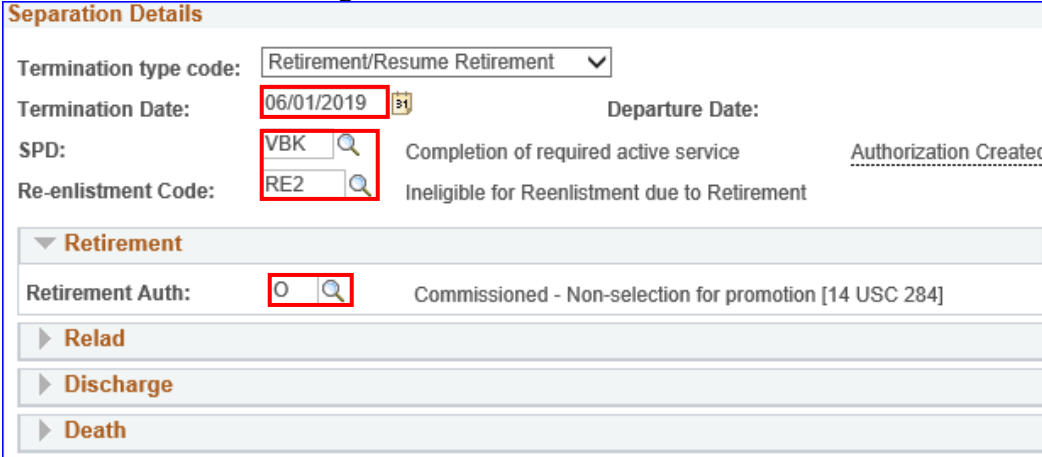
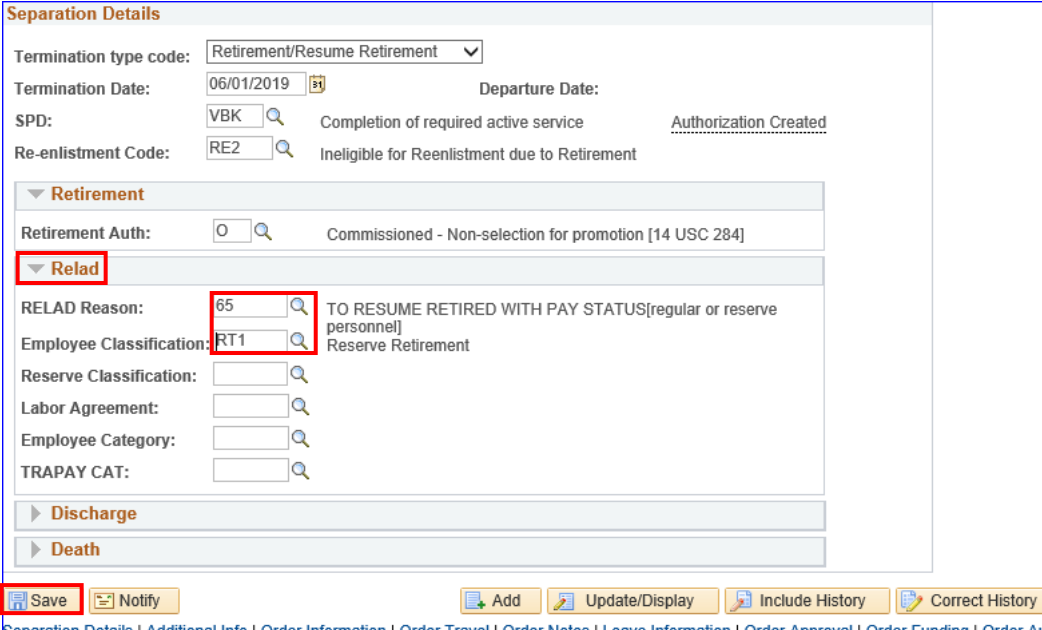
Procedures,
continued

Step	Action
3	<p>Enter the member's 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>
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 icon] Departure Date:</p> <p>SPD: [search icon] Authorization Created</p> <p>Re-enlistment Code: [search icon]</p> <p>Retirement</p> <p>Retirement Auth: [search icon]</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

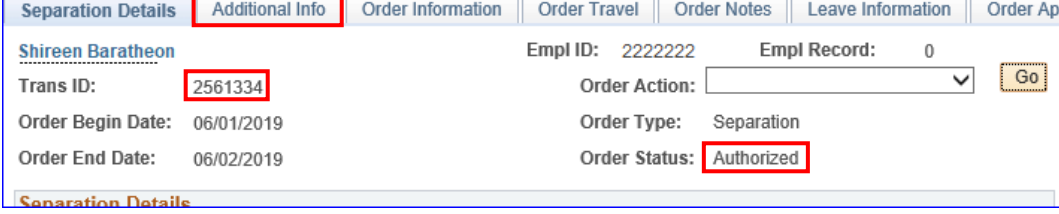
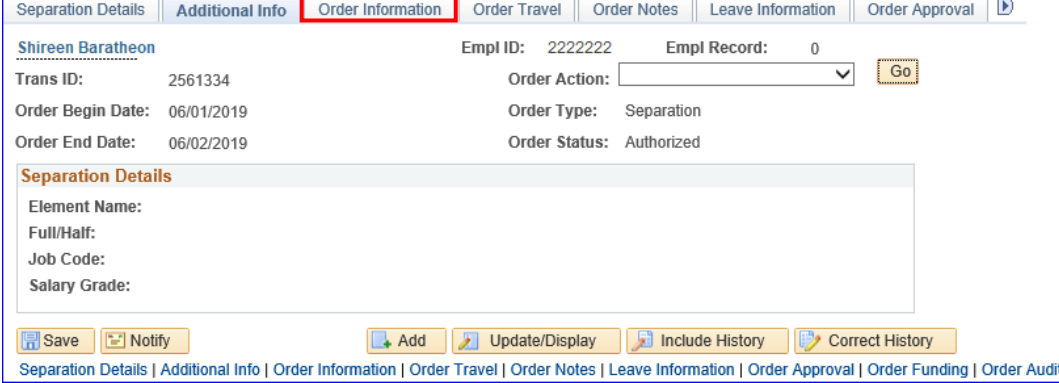
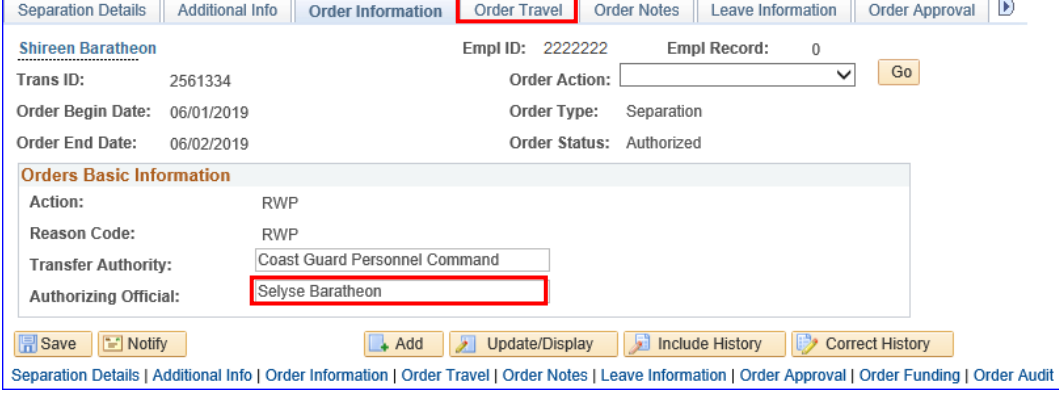
Procedures,
continued

Step	Action
5	<p>Enter the Termination/Effective 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> 
6	<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> 

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

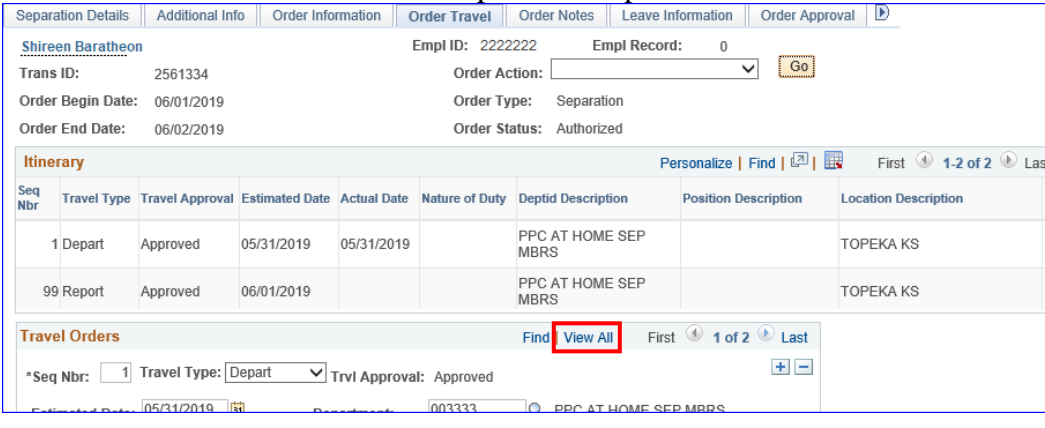
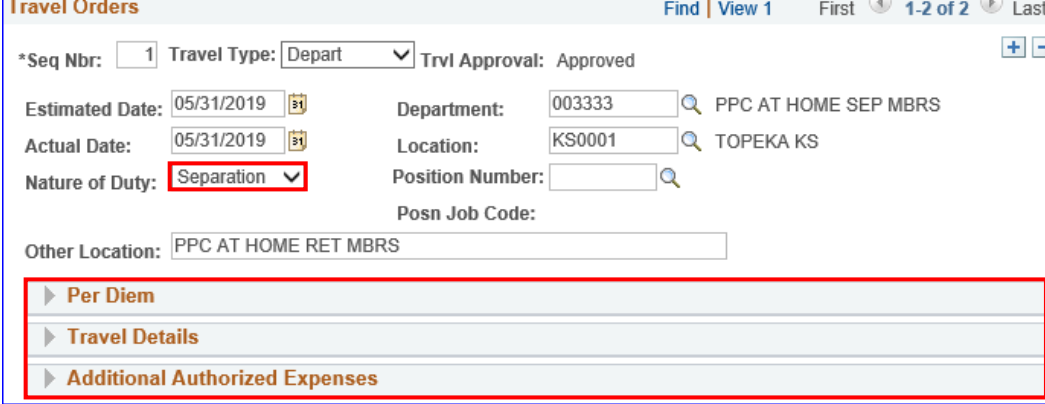
Procedures,
continued

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

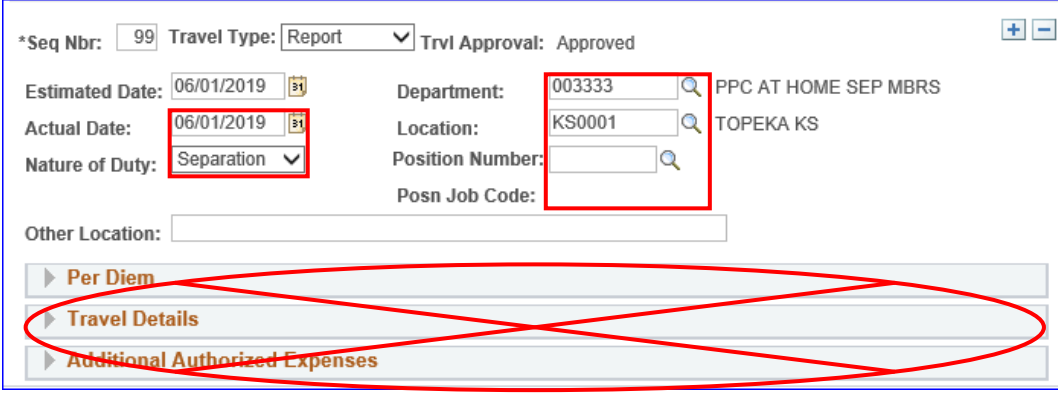
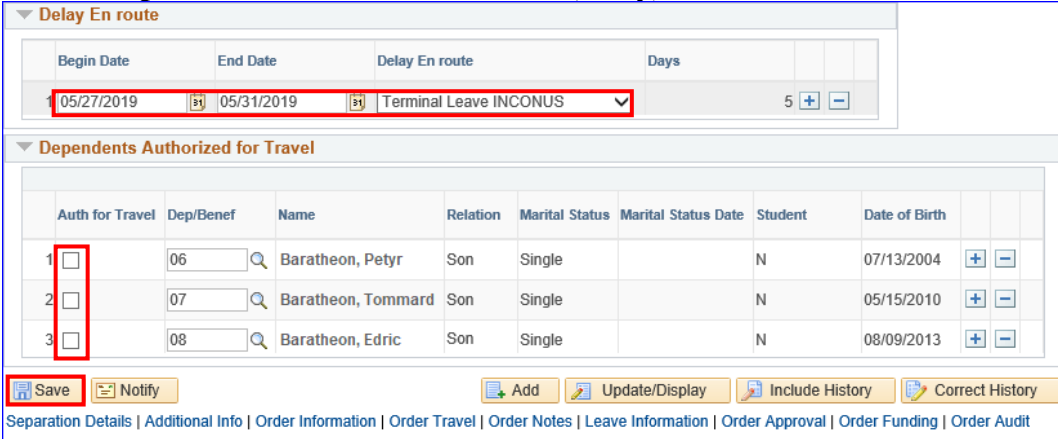
Procedures,
continued

Step	Action
<p>10</p>	<p>Click on View All to see both the Depart and Report rows.</p>  <p>The screenshot shows the 'Travel Orders' page for 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, the member's name 'Shireen Baratheon' is displayed along with Empl ID: 2222222 and Empl Record: 0. There are fields for Trans ID (2561334), Order Begin Date (06/01/2019), and Order End Date (06/02/2019). The Order Action is set to 'Separation' and the Order Status is 'Authorized'. A 'Go' button is present. Below this is an 'Itinerary' 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: '1 Depart' and '99 Report', both with 'Approved' status and dates of 05/31/2019 and 06/01/2019 respectively. Below the table is a 'Travel Orders' section with a 'View All' button highlighted in red. The bottom of the screenshot shows a search filter for 'Seq Nbr: 1' and 'Travel Type: Depart'.</p>
<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 'Travel Orders' form for a 'Depart' type. The 'Nature of Duty' dropdown is set to 'Separation' and is highlighted with a red box. Below the form, three expandable sections are highlighted with a red box: 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'. The form includes fields for Estimated Date (05/31/2019), Actual Date (05/31/2019), Department (003333), Location (KS0001), and Other Location (PPC AT HOME RET MBRS).</p>

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

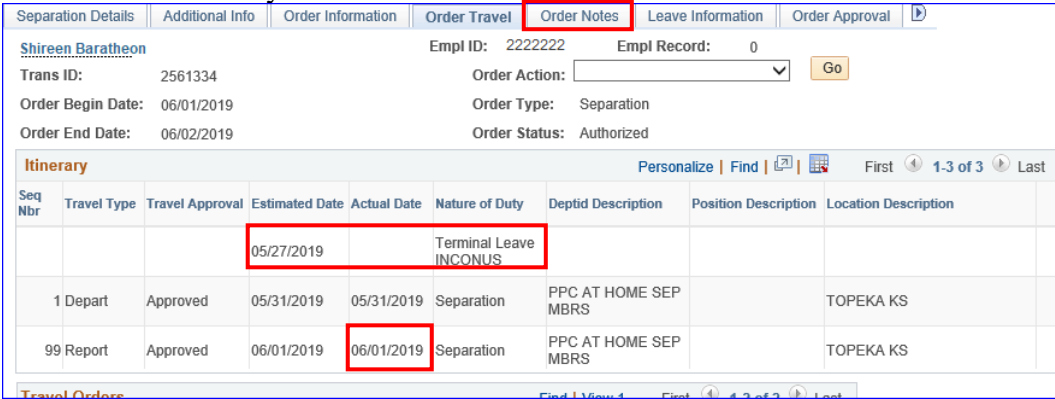
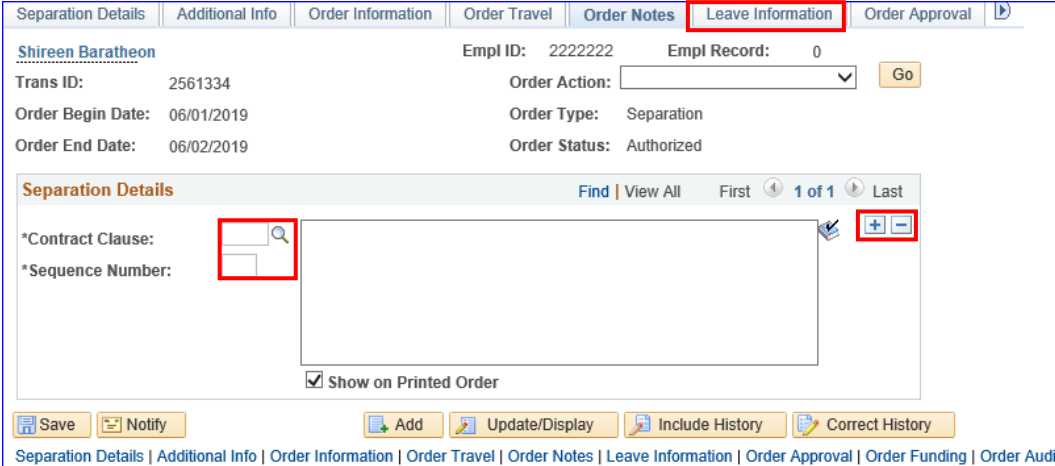
Procedures,
continued

Step	Action																																								
<p>12</p>	<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>  <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 06/01/2019 Department: 003333 PPC AT HOME SEP MBRS Actual Date: 06/01/2019 Location: KS0001 TOPEKA KS Nature of Duty: Separation Position Number: Posn Job Code: Other Location: ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p>																																								
<p>13</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 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>  <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>05/27/2019</td> <td>05/31/2019</td> <td>Terminal Leave INCONUS</td> <td>5</td> </tr> </tbody> </table> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <tr> <th>Auth for Travel</th> <th>Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>06</td> <td>Baratheon, Petyr</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>07/13/2004</td> </tr> <tr> <td><input type="checkbox"/></td> <td>07</td> <td>Baratheon, Tommard</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>05/15/2010</td> </tr> <tr> <td><input type="checkbox"/></td> <td>08</td> <td>Baratheon, Edric</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>08/09/2013</td> </tr> </tbody> </table> <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>	Begin Date	End Date	Delay En route	Days	05/27/2019	05/31/2019	Terminal Leave INCONUS	5	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	<input type="checkbox"/>	06	Baratheon, Petyr	Son	Single		N	07/13/2004	<input type="checkbox"/>	07	Baratheon, Tommard	Son	Single		N	05/15/2010	<input type="checkbox"/>	08	Baratheon, Edric	Son	Single		N	08/09/2013
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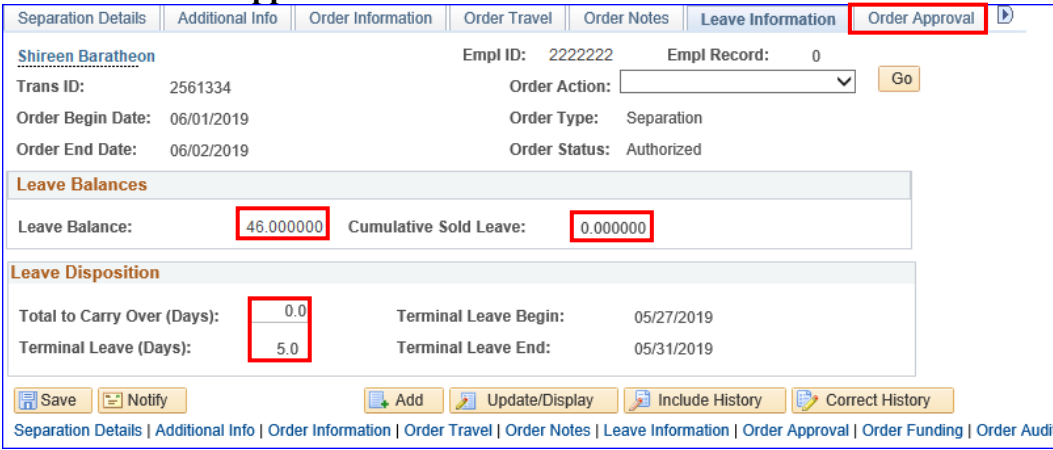
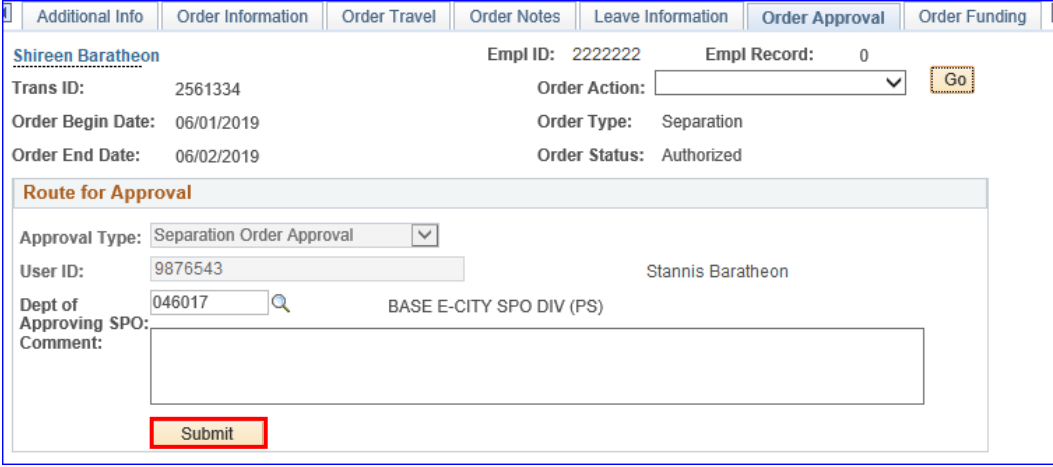
Procedures,
continued

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>The screenshot shows the 'Order Notes' tab selected. The employee name is Shireen Baratheon, Empl ID: 2222222, and Empl Record: 0. The order type is 'Separation' and the status is 'Authorized'. The 'Itinerary' table has the following data:</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></td> <td></td> <td></td> <td>05/27/2019</td> <td></td> <td>Terminal Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>05/31/2019</td> <td>05/31/2019</td> <td>Separation</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>06/01/2019</td> <td>Separation</td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				05/27/2019		Terminal Leave INCONUS				1	Depart	Approved	05/31/2019	05/31/2019	Separation	PPC AT HOME SEP MBRS		TOPEKA KS	99	Report	Approved	06/01/2019	06/01/2019	Separation	PPC AT HOME SEP MBRS		TOPEKA KS
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<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>  <p>The screenshot shows the 'Leave Information' tab selected. The employee name is Shireen Baratheon, Empl ID: 2222222, and Empl Record: 0. The order type is 'Separation' and the status is 'Authorized'. The 'Separation Details' section has the following fields:</p> <ul style="list-style-type: none"> *Contract Clause: (with a lookup icon highlighted in red) *Sequence Number: (with '+' and '-' buttons highlighted in red) <p>There is a checkbox for 'Show on Printed Order' which is checked. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>																																				

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

Procedures,
continued

Step	Action
<p>16</p>	<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> 
<p>17</p>	<p>Click Submit.</p> 

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

Procedures,
continued

Step	Action
18	<p>Once submitted, the Approve Separation Order is in a Pending status for SPO approval.</p> <div data-bbox="316 548 1374 898" style="border: 1px solid blue; padding: 5px;"> <p>Approve Separation Order</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Approval Sep Order Header: Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers SPO Supervisor</p> </div> <p>Comments</p> <p>Stannis Baratheon at 05/07/19 - 2:09 PM <No Comments></p> </div> <div style="margin-top: 5px;"> <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> </div>
