

Retirement Orders, Continued

Procedures,
continued

Step	Action
16	<p>Once submitted, the Separation (Retirement) Order is placed in a Pending approval status and has been routed to the SPO Auditor for approval.</p> <p>IMPORTANT: The SPO/(PSI) P&A Technician MUST manually stop Career Sea Pay, Career Sea Pay Premium, & OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> <div data-bbox="337 695 1395 1514" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Order Information Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit </div> <p>Han Solo Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2712949 Order Action: Go</p> <p>Order Begin Date: 07/01/2022 Order Type: Separation</p> <p>Order End Date: 07/02/2022 Order Status: Authorized</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Route for Approval</p> <p>Approval Type: Separation Order Approval</p> <p>User ID: 9876543 Mara Jade</p> <p>Dept of Approving SPO: 042897 BASE KOD PERS SVCS DIV (PP)</p> <p>Comment: <div style="border: 1px solid black; height: 30px; width: 100%;"></div></p> </div> <p>Approve Separation Order</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Approval Sep Order Header: Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>SPO Supervisor - Initial Apprv</p> </div> <p>Comments</p> <p>Mara Jade at 01/21/22 - 1:51 PM</p> <p><No Comments></p> </div> <div style="margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify Add Update/Display </div> </div>