Retirement Orders

Introduction	This guide provides the procedures for completing a Retirement Order in Direct Access (DA).
Order Integration Process	After the order has been placed into a Ready status, the order will be picked up by the Orders Integration Process (OIP) a few days before their separation date. OIP will build the termination Job row and put the order into a Finished status. Routing a SEP order for approval **after** it is placed in a Ready status will result in an error stating: *Could not find order approval for EMPLID 1234567. The approval request will need to be withdrawn to let the OIP process run successfully.*
SEP Order and Paycut	The Separation Order MUST be approved by the SPO Data Entry Cut Off date for the pay calendar of the member's departure from the unit. See the Military Payroll Processing Schedule located on MAS' webpage: Military Accounts Support (MAS) (uscg.mil).
Completing the DD-214	When completing the DD-214, ensure all fields are formatted correctly and do NOT contain extra characters, punctuation, etc. If the DD-214 is not formatted correctly, it will fail when transmitted to DMDC resulting in the member not receiving their benefits authorized upon release for the Active Duty.
Known Issue: Step Entry Date	Sometimes the Step Entry Date erroneously changes after a RELAD is approved. Once the RELAD transaction has been approved, verify the RELAD Job Data row has been built. While in Job Data, click the Salary Plan tab and verify that the member's Step Entry Date did not erroneously change. If this date changed, submit a trouble ticket through PPC Customer Care for correction.

Retirement Orders, Continued

Funding Tab/POET Details	The P&As are expected to enter the Cost Totals on the Funding tab when completing a Separation Order. It is recommended to have the member's travel & relocation entitlements calculated prior to starting the Separation Order. Required Cost Total funding types include: • Member Travel • Dependent Travel • Household Good (see Estimates: Household Goods) • Privately Owned Vehicles (POV Shipment, see Estimates: POV/NTS) • Non-Temporary Storage (see Estimates: POV/NTS) • Personally Procured Move (see Personally Procured Move (PPM)) **NOTE:** Even if the member is **NOT** relocating immediately, all Cost Total estimates **MUST** be entered when completing the Retirement Order to allow for funds obligation and generation of transportation TAC codes.

Estimates: Household Goods	When processing Separation Orders, if the HHG estimate is $0.00 but HHGs are authorized, update the amount using the chart below. **If the order already has a HHG cost estimate, do NOT change it.** *For paygrades E9, W3, and O1 enter $5000.00.*

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	$889.05	W2	$2,831.40
E3	$1,110.16	*W3*	*$5,000.00*
E4	$1,245.52	W4	$3,151.47
E5	$2,310.14	*O1*	*$5,000.00*
E6	$3,001.32	O2	$2,211.75
E7	$3,745.58	O3	$2,877.28
E8	$4,406.10	O4	$4,065.32
E9	*$5,000.00*	O5	$5,052.07
		O6	$5,804.70

Estimates: POV/NTS	If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter $1,000.00 as the Privately Owned Vehicles Cost Total on the Funding tab. If the member is entitled to **Non-Temporary Storage**, enter $500.00 in the Non-Temporary Storage Cost Total on the Funding tab.

Retirement Orders, Continued

Personally Procured Move (PPM)

If the member will be performing a Personally Procured Move (PPM), **the estimated coast for a PPM must be entered on the Separation Order**. The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer. Use the estimated cost provided on the DD-2278 to populate the Personally Procured Move Cost Total on the Funding tab.

Changes to Funding

If any of the funding lines on DA orders are greater than $0.00, and the funds for that funding line are not needed, **DO NOT CHANGE IT TO $0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to $1.00.**

Example - If the member's Order has the following:
$1000.00 Member Travel - Document Number 70Z0PCS220032920
$100.00 Dependent Travel - Document Number 70Z0PCS220032920
$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

If you change Dependent Travel to $0.00, it will CANCEL that document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out**.

Procedures

See below.

Step	Action
1	Click the **Separations** tile.

Retirement Orders, Continued

Procedures, continued

Step	Action
2	Select the **FSMS Separation Orders** option.
3	Enter the **Empl ID** and click **Search**.

Retirement Orders, Continued

Procedures,
continued

Step	Action
4	On the **Separation Details** tab: If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, ensure the Sep Request has been completed and approved. (See the Airport Terminal user guide.) Notice the **Authorization Created** link. Click on it to view and print the Separation Authorization. If the **Retirement Authority** does not auto-populate from the Sep Request, enter it before moving on.
5	Select the **Additional Info** tab. Any information on this tab was input by PSC and cannot be edited.
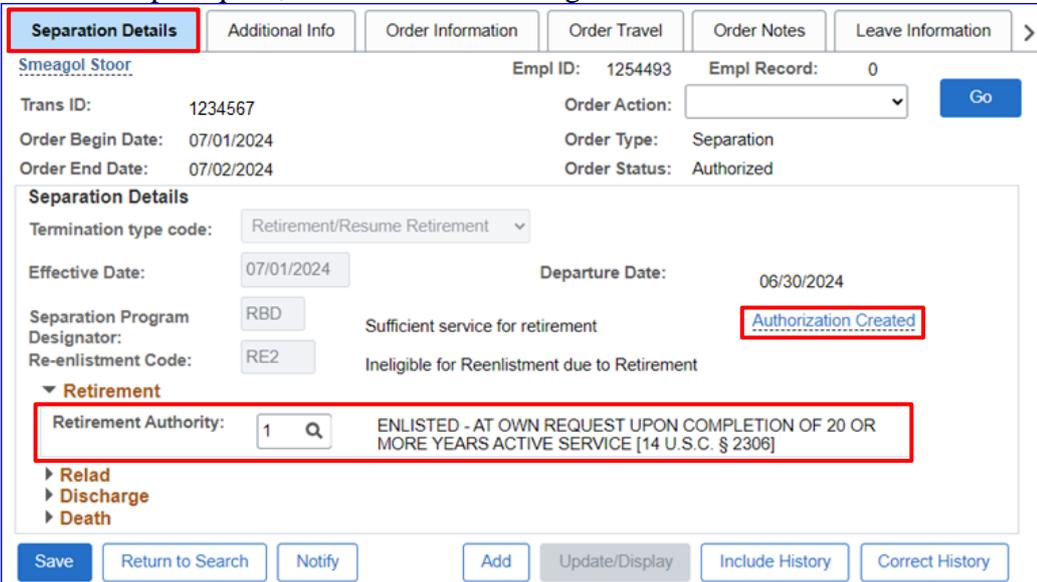
Retirement Orders, Continued

Procedures,
continued

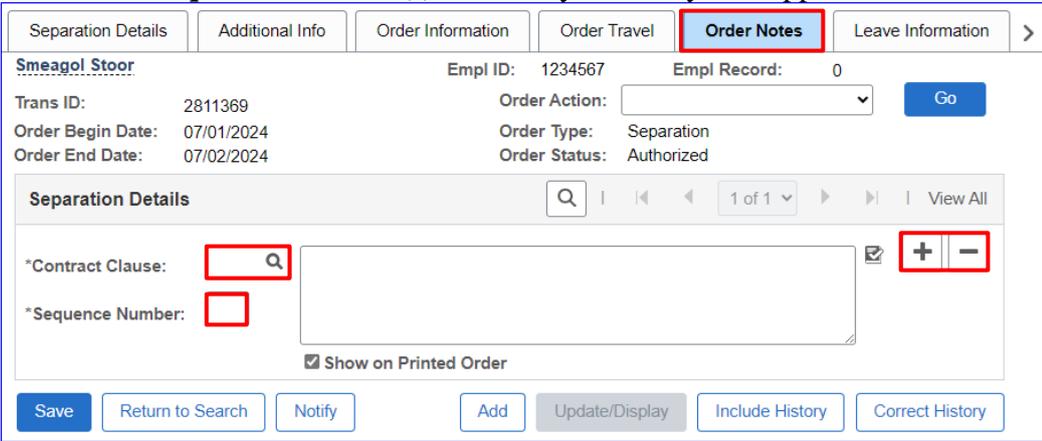| Step	Action
6	• Select the **Order Information** tab. • Enter the **Authorizing Official**. Separation Details | Additional Info | **Order Information** | Order Travel | Order Notes | Leave Information | > **Smeagol Stoor** Empl ID: 1234567 Empl Record: 0 Trans ID: 2811369 Order Action: [ ] Go Order Begin Date: 07/01/2024 Order Type: Separation Order End Date: 07/02/2024 Order Status: Authorized **Orders Basic Information** Action: RWP Reason Code: RWP Transfer Authority: Coast Guard Personnel Command Authorizing Official: Arwen Evenstar, CWO3, USCG Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History
7	• Select the **Order Travel** tab. • Click **View All** to see both the Depart and Report rows. Separation Details | Additional Info | Order Information | **Order Travel** | Order Notes | > **Smeagol Stoor** Empl ID: 1234567 Empl Record: 0 Trans ID: 2811369 Order Action: [ ] Go Order Begin Date: 07/01/2024 Order Type: Separation Order End Date: 07/02/2024 Order Status: Authorized **Itinerary** 1-2 of 2 <table><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><tr><td>1</td><td>Depart</td><td>Approved</td><td>06/30/2024</td><td>06/30/2024</td><td></td><td>SEC COL RIVER CP/RDNS STF</td><td>RFO</td><td>CG UNITS-WARRENTON OR</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/01/2024</td><td></td><td></td><td>PPC AT HOME SEP MBRS</td><td></td><td>CG UNITS-TOPEKA KS</td></tr></table> **Travel Orders** 1 of 2 **View All** *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved + − Estimated Date: 06/30/2024 Department: 036426 SEC COL RIVER CP/RDNS STF Actual Date: 06/30/2024 Location: OR0033 CG UNITS-WARRENTON OR Nature of Duty: [ ] Position Number: 00074571 RFO Posn Job Code: 410093 First Class Boatswain's Mate Other Location: PPC AT HOME RET MBRS
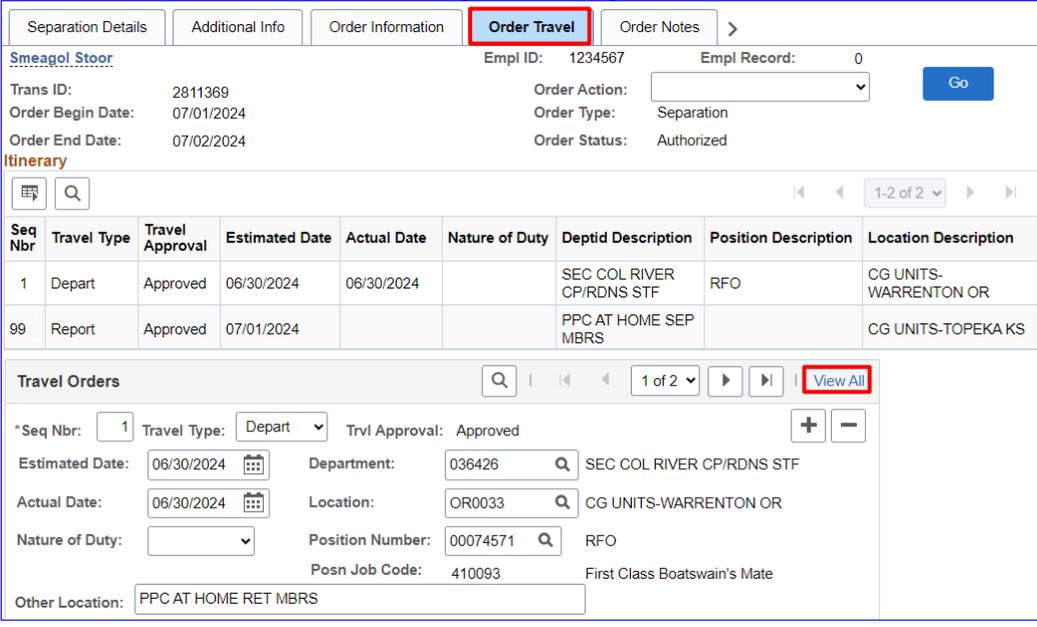
Retirement Orders, Continued

Procedures,
continued

Step	Action
8	Seq Nbr 1, Depart row:
	• Select Separation from the Nature of Duty drop-down.
	• Click on the arrows to expand and the Per Diem, Travel Details, and/or the **Additional Authorized Expenses** sections to add specific entitlements for the retiring member.
	Seq Nbr 99, Report row:
	• Enter the **Actual Date** (same as estimated).
	• Select Separation from the **Nature of Duty** drop-down.
	• Verify the **Department** for separation is 003333.
	• Verify the **Location** is KS00001.
	• The **Position Number** and **Posn Job Code** should be blank.
	• The **Other Location**, **Per Diem**, **Travel Details**, and **Additional Authorized Expenses** may be populated as necessary.

Retirement Orders, Continued

Procedures, continued

Step	Action
9	In the **Delay En route** section, enter any **Terminal Leave** the member will be taking prior to their official Retirement Date. Terminal Leave INCONUS/OUTCONUS **MUST** be the last entry for the Delay En route section. Any Administrative Absence and/or Retirement Processing Point Absence must be documented in the Order Note. **IMPORTANT:** SPOs/(PSI) P&As **MUST** manually stop Career Sea Pay, Career Sea Pay Premium, and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.
10	Select the appropriate **Dependents Authorized to Travel** box. If the dependents do not auto-populate, use the **Dep/Benef** lookup to find and select each one. Click **Save**.
11	Saving will update the **Actual Date** and display the **Terminal Leave** in the Itinerary section.

Retirement Orders, Continued

Procedures,
continued

Step	Action
12	• Select the **Order Notes** tab. • Enter the appropriate **Contract Clause(s)** (Order Notes) using the lookup icon and edit as appropriate. • Use the **Plus (+)** and **Minus (-)** buttons to add or remove rows as necessary. • Enter the **Sequence Number(s)** to identify how they will appear on the Order. <table><tr><td>Separation Details</td><td>Additional Info</td><td>Order Information</td><td>Order Travel</td><td>Order Notes</td><td>Leave Information</td><td>></td></tr></table> **Smeagol Stoor** Empl ID: 1234567 Empl Record: 0 Trans ID: 2811369 Order Action: [ ] Go Order Begin Date: 07/01/2024 Order Type: Separation Order End Date: 07/02/2024 Order Status: Authorized **Separation Details** 🔍 I ◄ ◄ 1 of 1 ► ►I View All *Contract Clause: [🔍] [ ] ☑ + − *Sequence Number: [ ] ☑ Show on Printed Order Save Return to Search Notify Add Update/Display Include History Correct History

Retirement Orders, Continued

Procedures,
continued

Step	Action
13	Select the **Leave Information** tab. Notice the **Terminal Leave (Days)** entered in the Delay En route section is reflected here. Any remaining **Leave Balance** (subject to the career maximum) will be sold and included in the member's final pay. • **Leave Balance** – Balance as of current pay/absence calendar. • **Cumulative Sold Leave** – Number of leave days sold in the member's military career (if any). • **Total to Carry Over (Days)** – Defaults to 0. • **Terminal Leave (Days)** – Sum of terminal leave days specified on the Order Travel tab. **NOTE:** Do NOT enter Lump Sum Leave sale days in the **Total to Carry Over (Days)** box. The system will automatically sell the remaining balance after any terminal leave is deducted.
14	Click the continuation **arrow** to access additional tabs.
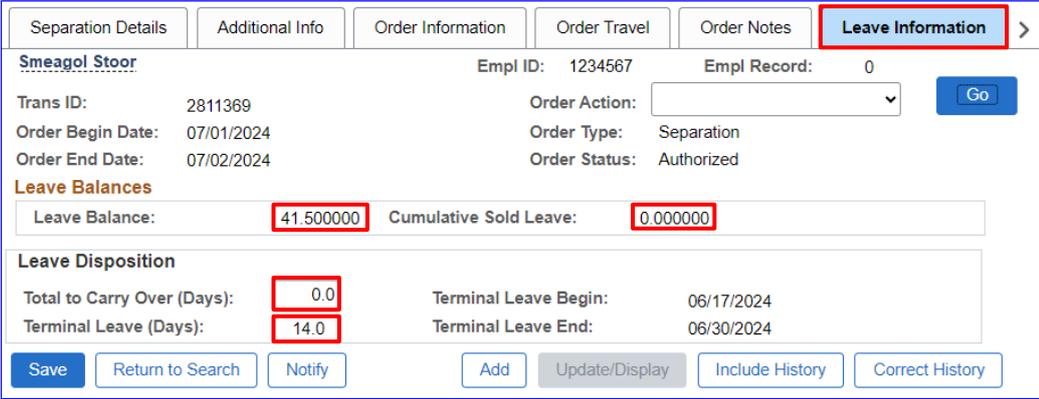
Retirement Orders, Continued

Procedures, continued

Step	Action
15	• Select the **Order Funding** tab. • Click **Create Funding**. **NOTE:** Even if the member is NOT relocating immediately, this step MUST be completed to obligate funds for any future relocation.

Retirement Orders, Continued

Procedures, continued

Step	Action
16	This will generate the POET Details. Enter the **Cost Totals** for each Funding Type per member's intentions as authorized (see NOTE 1). Click **Resubmit Order**, then click **Save**. The **Order Status** will update to Awaiting $. Once FSMS receives data, the Order Status will revert to Authorized (see NOTE 2). **NOTE 1:** If the member is not planning on relocating immediately, estimated costs still need to be entered for any Funding Type the member is authorized (see the Funding Tab/POET details section for more information). Additionally, if the member is authorized to ship a privately Owned Vehicle, enter the estimated cost of $1,000; if the member would be authorized Non-Temporary Storage, enter the estimated cost of $500 (For HHGs estimates, see the Estimates: Household Goods section at the beginning of this guide). **NOTE 2:** This process **will depend on the availability of FSMS**. Upon clicking Resubmit Order, the **Order Status** will update to Awaiting $ and then back to Authorized. **It may be necessary to exit the Order** (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. Once the Order Status indicates Authorized, continue to Step 21. The Separation Order **MUST** be completed and routed to the SPO Auditor for approval.

Retirement Orders, Continued

Procedures,
continued

Step	Action
17	• Select the **Order Approval** tab. • Enter **Comments** (required). • Click **Submit**. ![Order Approval screen showing tabs: Order Travel, Order Notes, Leave Information, Order Approval (highlighted), Order Funding, Order Audit. Smeagol Stoor, Empl ID: 1234567, Empl Record: 0, Trans ID: 2811369, Order Action with Go button, Order Begin Date: 07/01/2024, Order Type: Separation, Order End Date: 07/02/2024, Order Status: Authorized. Route for Approval section with Approval Type: Separation Order Approval, User ID: 7654321, Arwen B. Evenstar, Dept of Approving SPO: 042312, BASE DET STL SPO (PS), Comment field highlighted, Submit button highlighted. Bottom buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History.]
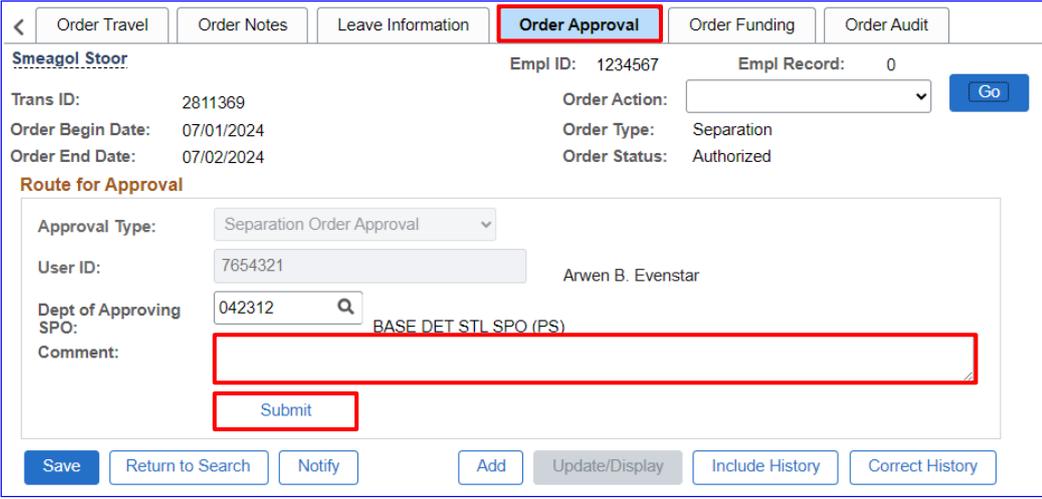
Retirement Orders, Continued

Procedures,
continued

Step	Action
18	Once submitted, the Separation (Retirement) Order is placed in a **Pending** approval status and has been routed to the SPO Auditor for approval. **NOTE:** SPOs/(PSI)P&As **MUST** manually stop Career Sea Pay, Career Sea Pay Premium, and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.