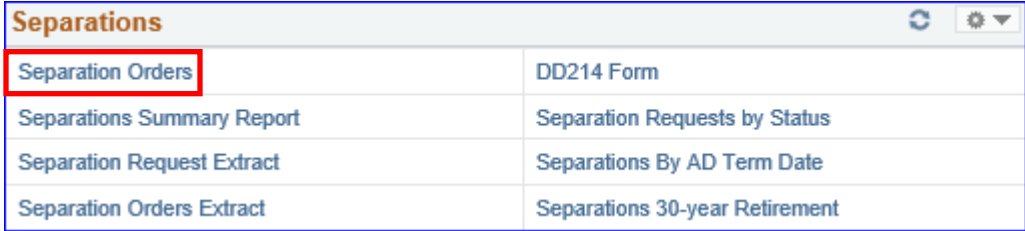
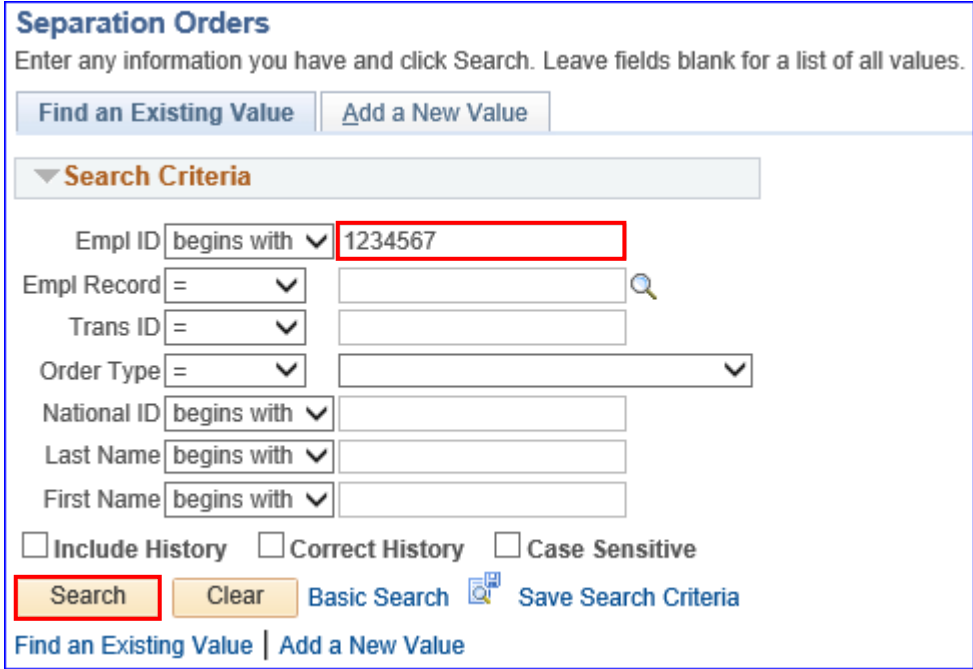


Retirement Orders

Introduction This guide provides the procedures for completing a Retirement in Direct Access (DA).

Orders Integration Process Once approved, they will be picked up on the Orders Integration Process around 4-5 days (if possible) before their Separation date. This will build the termination job row and put the orders in a finished status.

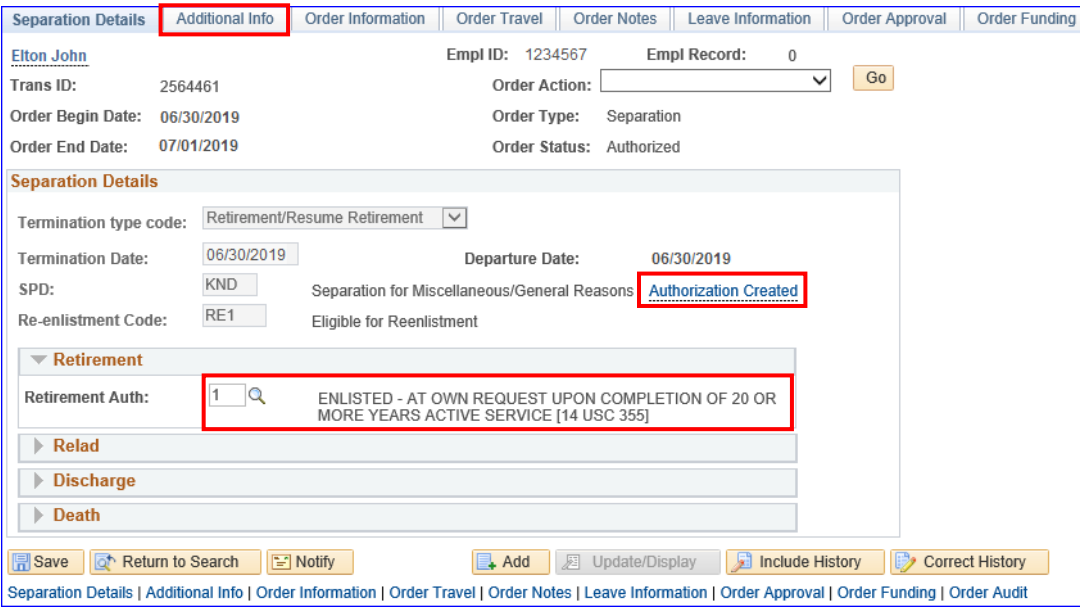
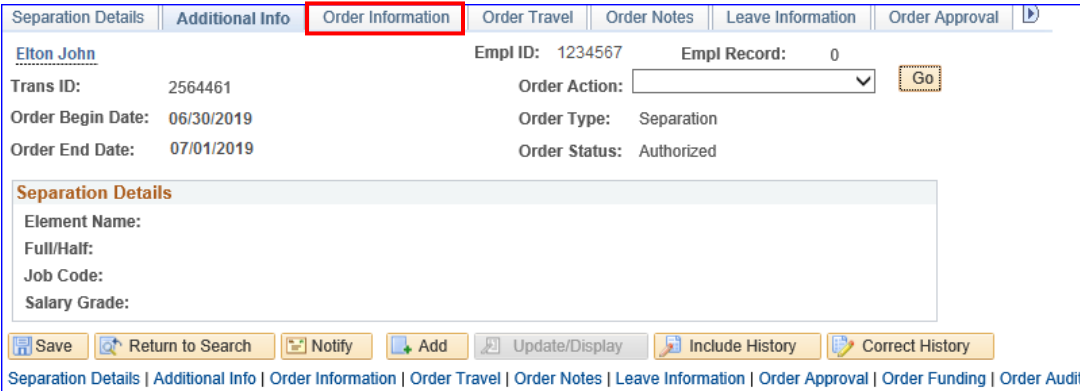
Procedures See below.

Step	Action
1	<p>Select Separation Orders from the Separations pagelet.</p>  <p>The screenshot shows a 'Separations' pagelet with a table of options. The 'Separation Orders' option is highlighted with a red box. Other options include 'Separations Summary Report', 'Separation Request Extract', and 'Separation Orders Extract'.</p>
2	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the 'Separation Orders' search interface. The 'Empl ID' field is set to '1234567' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Other search criteria include 'Empl Record', 'Trans ID', 'Order Type', 'National ID', 'Last Name', and 'First Name'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'.</p>

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Retirement Orders, Continued

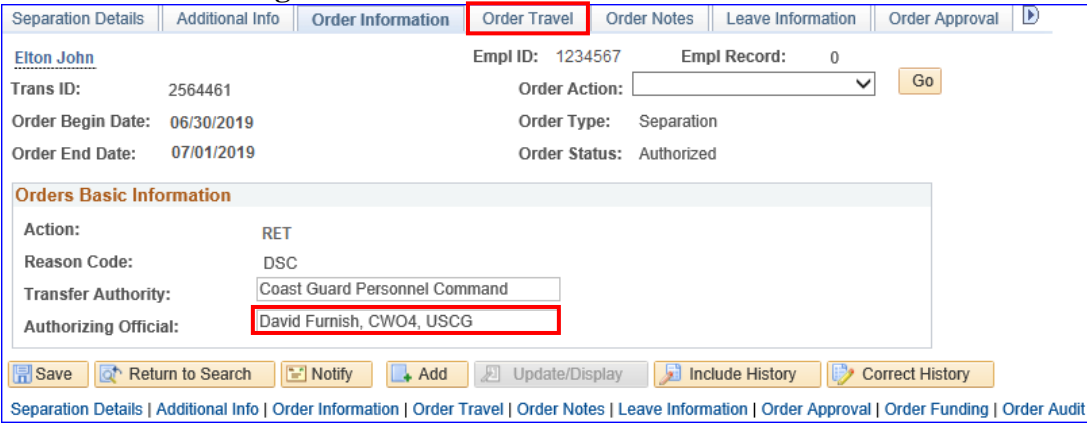
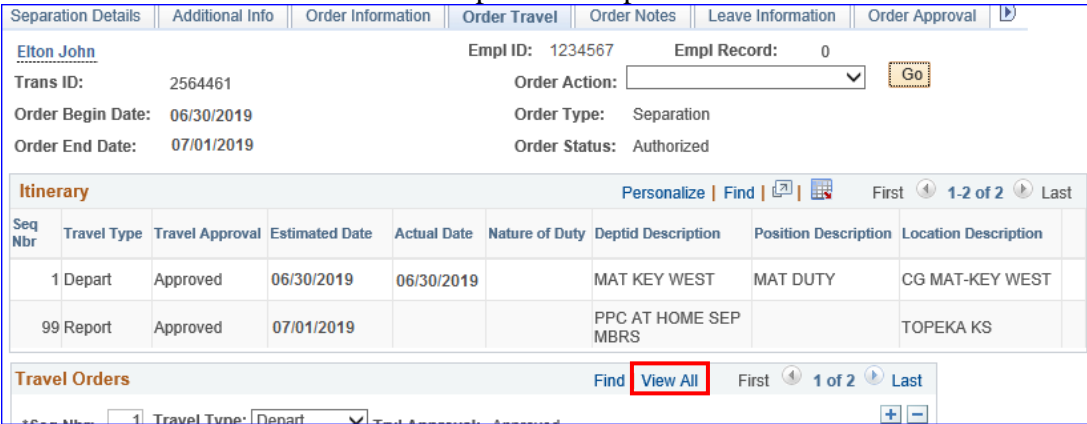
Procedures,
continued

Step	Action
<p>3</p>	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure 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 Auth doesn't auto-populate from the Sep Request, enter it before moving on. Select the Additional Info tab.</p> 
<p>4</p>	<p>Any information on this tab was input by PSC and cannot be edited. Select the Order Information tab.</p> 

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Retirement Orders, Continued

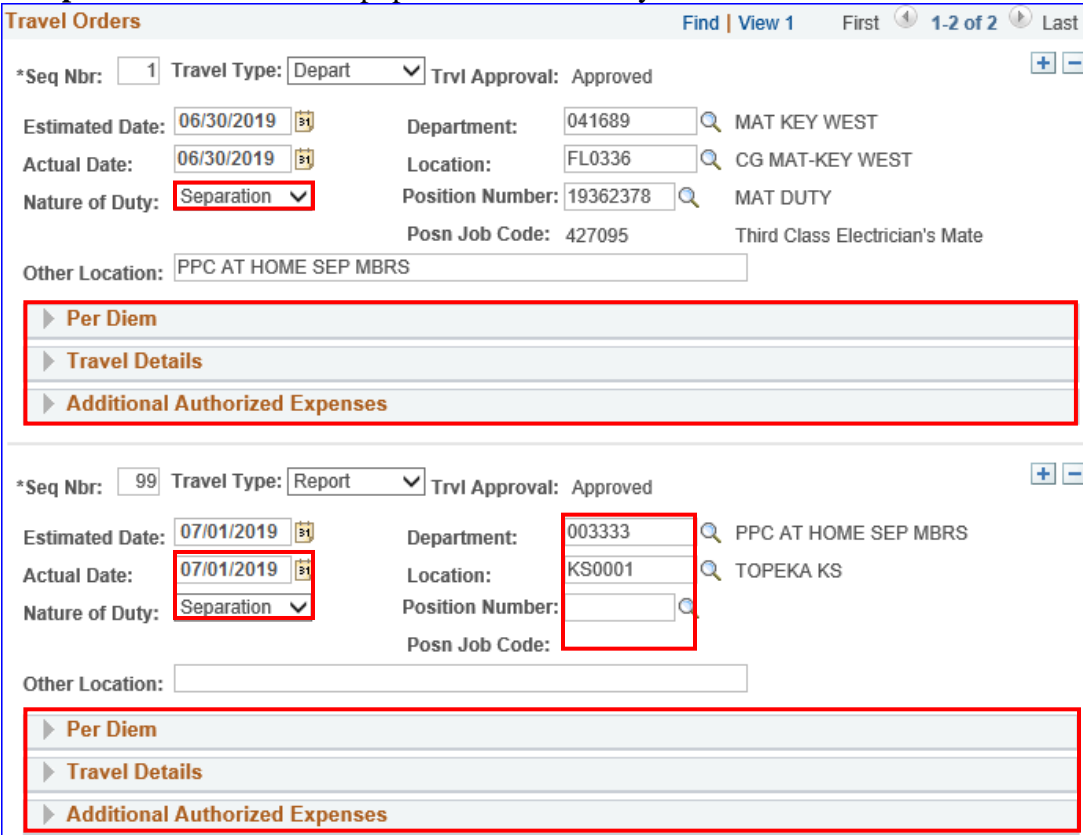
Procedures,
continued

Step	Action																											
<p>5</p>	<p>Enter the Authorizing Official and select the Order Travel tab.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval </p> <p><u>Elton John</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2564461 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/30/2019 Order Type: Separation</p> <p>Order End Date: 07/01/2019 Order Status: Authorized</p> <p>Orders Basic Information</p> <p>Action: RET</p> <p>Reason Code: DSC</p> <p>Transfer Authority: <input type="text" value="Coast Guard Personnel Command"/></p> <p>Authorizing Official: <input type="text" value="David Furnish, CWO4, USCG"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit</p>																											
<p>6</p>	<p>Click on View All to see both the Depart and Report rows.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval </p> <p><u>Elton John</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2564461 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/30/2019 Order Type: Separation</p> <p>Order End Date: 07/01/2019 Order Status: Authorized</p> <p>Itinerary Personalize Find First 1-2 of 2 Last</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>06/30/2019</td> <td>06/30/2019</td> <td></td> <td>MAT KEY WEST</td> <td>MAT DUTY</td> <td>CG MAT-KEY WEST</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>07/01/2019</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table> <p>Travel Orders Find View All First 1 of 2 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> <input type="button" value="+"/> <input type="button" value="-"/></p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	06/30/2019	06/30/2019		MAT KEY WEST	MAT DUTY	CG MAT-KEY WEST	99	Report	Approved	07/01/2019			PPC AT HOME SEP MBRS		TOPEKA KS
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99	Report	Approved	07/01/2019			PPC AT HOME SEP MBRS		TOPEKA KS																				

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Retirement Orders, Continued

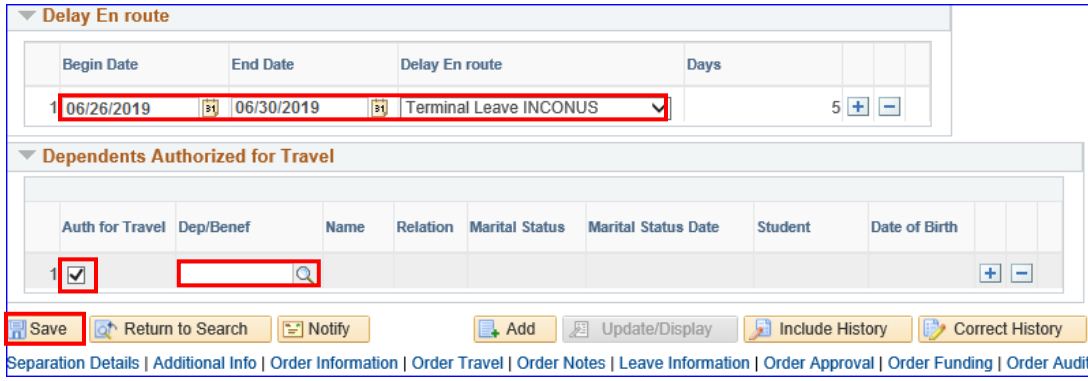
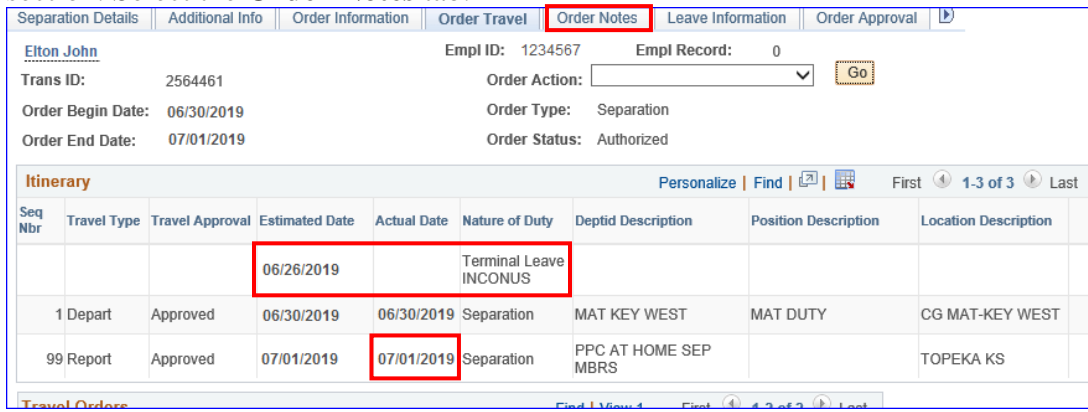
Procedures,
continued

Step	Action
7	<p>Depart row:</p> <ul style="list-style-type: none"> • Select Separation from the Nature of Duty drop-down. • Click on the arrows to expand the Per Diem, Travel Details, and/or the Additional Authorized Expenses sections to add specific entitlements for the retiring member. <p>Report row:</p> <ul style="list-style-type: none"> • 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 KS0001. • The Position Number and Posn Job Code should be blank. • The Other Location, Per Diem, Travel Details, and Additional Authorized Expenses sections can be populated as necessary.  <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 06/30/2019 Department: 041689 MAT KEY WEST Actual Date: 06/30/2019 Location: FL0336 CG MAT-KEY WEST Nature of Duty: Separation Position Number: 19362378 MAT DUTY Posn Job Code: 427095 Third Class Electrician's Mate Other Location: PPC AT HOME SEP MBRS</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 07/01/2019 Department: 003333 PPC AT HOME SEP MBRS Actual Date: 07/01/2019 Location: KS0001 TOPEKA KS Nature of Duty: Separation Position Number: Posn Job Code: Other Location: </p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p>

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Retirement Orders, Continued

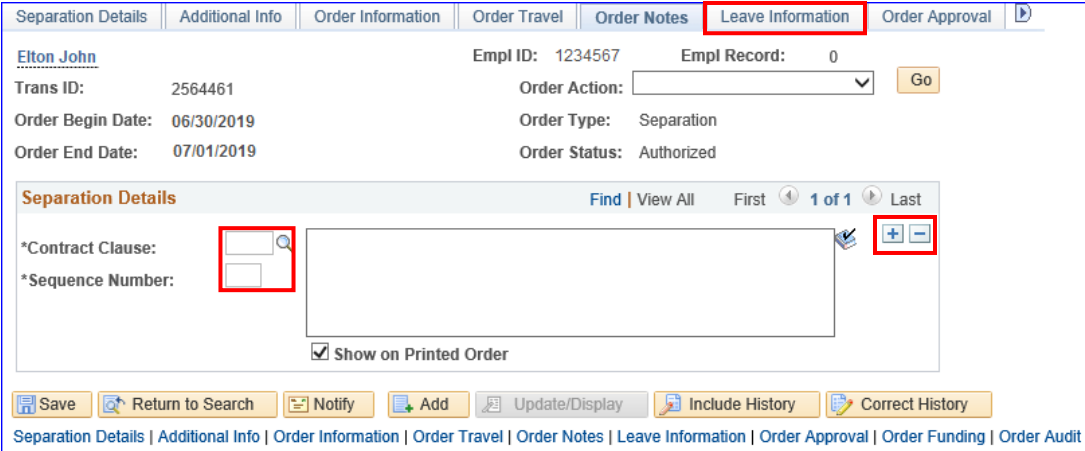
Procedures,
continued

Step	Action
8	<ul style="list-style-type: none"> In the Delay En route section, enter any time (such as Terminal Leave) that the member will be taking prior to the 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 Notes. Select the appropriate Dependents Authorized to Travel box. If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. <p>Click Save.</p>  <p>NOTE: SPOs 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.</p>
9	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Select the Order Notes tab.</p> 

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Retirement Orders, Continued

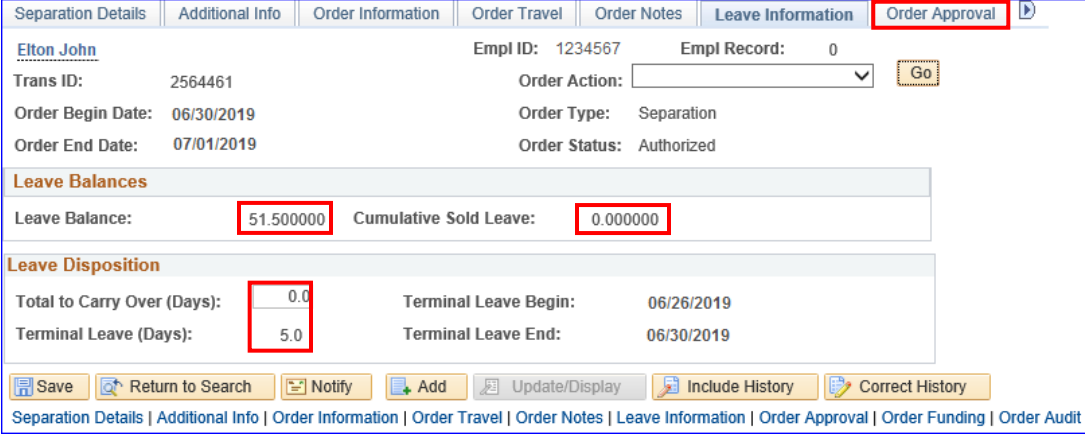
Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the appropriate Contract Clause(s) (order note(s)) from the lookup icon and edit as necessary. Use the Plus and Minus buttons if needed. Enter a Sequence Number to identify how they will appear on the orders. Select the Leave Information tab.</p> 

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Retirement Orders, Continued

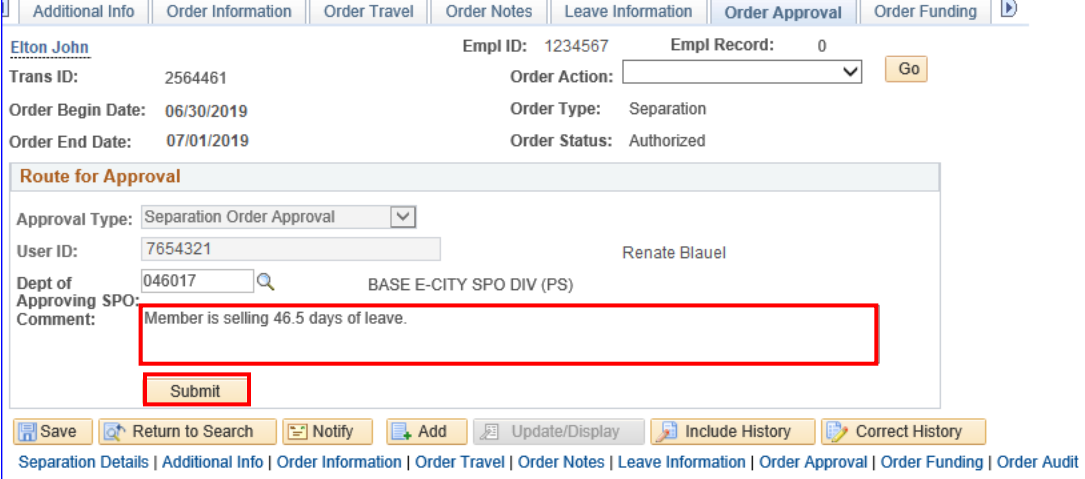
Procedures,
continued

Step	Action
11	<p>Notice that the Terminal Leave (Days) entered on an earlier tab is reflected here. Any remaining Leave Balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <ul style="list-style-type: none"> • Leave Balance – Balance as of current pay/absence calendar. • Cumulative Sold Leave – Number of leave days sold in the member's military career. • Total to Carry Over (Days) – Defaults to 0 and only used if the member requests to carry over leave. It will be subtracted from the leave available to sell. Use this for members wishing to carry over leave to another branch of the service or if the member is immediately being rehired (with no break). • Terminal Leave (Days) – Sum of terminal leave days specified on the Order travel tab. <p>Select the Order Approval tab.</p> 

Continued on next page

Retirement Orders, Continued

Procedures,
continued

Step	Action
<p>12</p>	<p>Enter any necessary Comments. Click Submit.</p> 
<p>13</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>Approve Separation Order</p> 