

## Retirement Orders

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

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**Orders 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 The approval request will need to be withdrawn to let the OIP process run successfully.*

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**SEP Order and Payout** 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 \(MAS\) \(uscg.mil\)](https://uscg.mil).

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**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 from the Active Duty.

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**Funding Tab / POET Details** The P&As are expected to enter the **Cost Totals** on the Funding tab when completing a Retirement Order. It is recommended to have the member's travel & relocation entitlements calculated prior to starting the Retirement Order (see Note). Required Cost Total funding types include:

- Member Travel (Per Diem & MALT)
- Dependent Travel (Per Diem & MALT)
- Household Goods (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.

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**Retirement Orders, Continued**

**Estimates:  
Household  
Goods**

When processing Retirement Orders, if the HHG estimate is \$0.00, 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 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled to **Non-Temporary Storage**, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab.

**Changes to  
Funding**

If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is 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  
 \$1000.00 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.**

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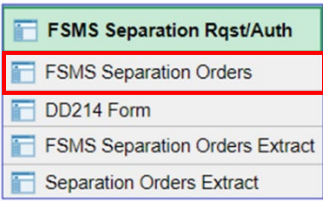
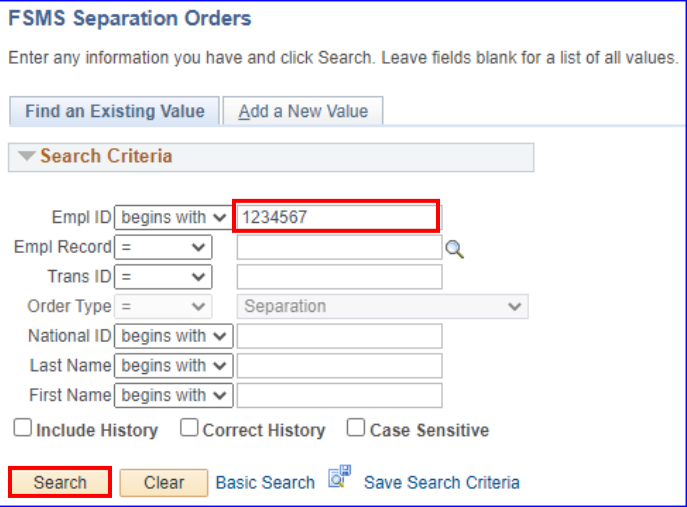
## Retirement Orders, Continued

**Personally Procured Move (PPM)**

If the member will be performing a Personally Procured Move (PPM), **the estimated cost 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.**

If the member is entitled to perform a PPM but is not relocating immediately, enter \$3,000 in the Personally Procured Move Cost Total on the Funding tab.

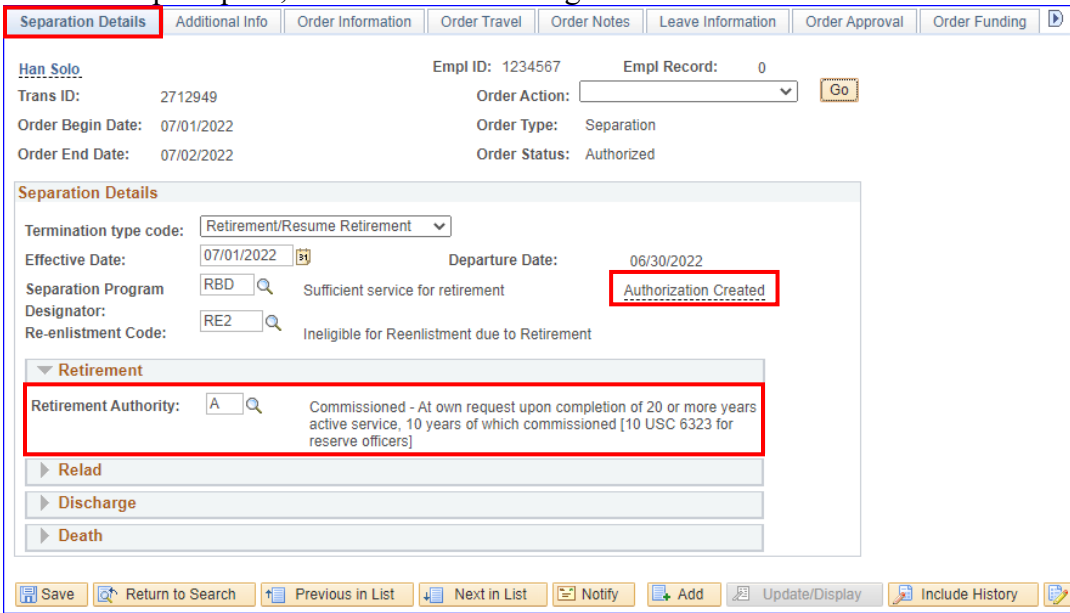
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the Separations tile.</p>  <p>The select the <b>FSMS Separation Orders</b> option.</p> 
<p><b>2</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Retirement Orders, Continued

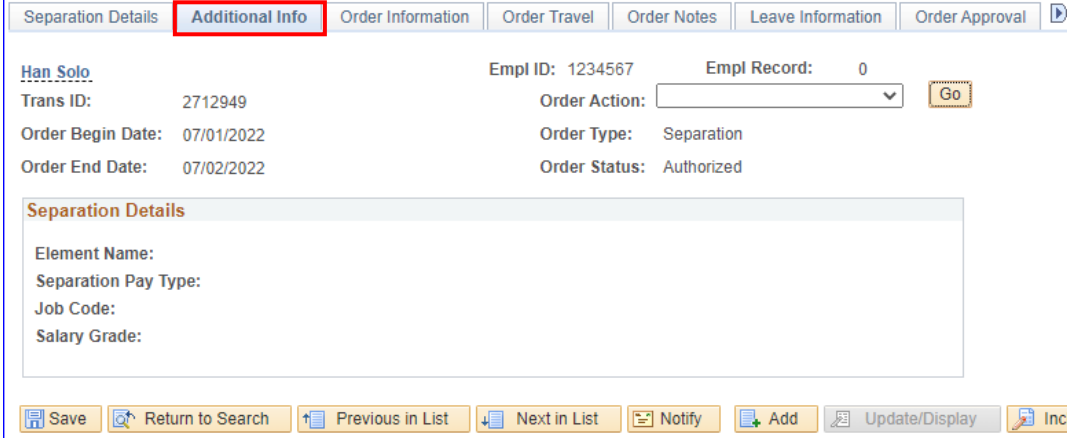
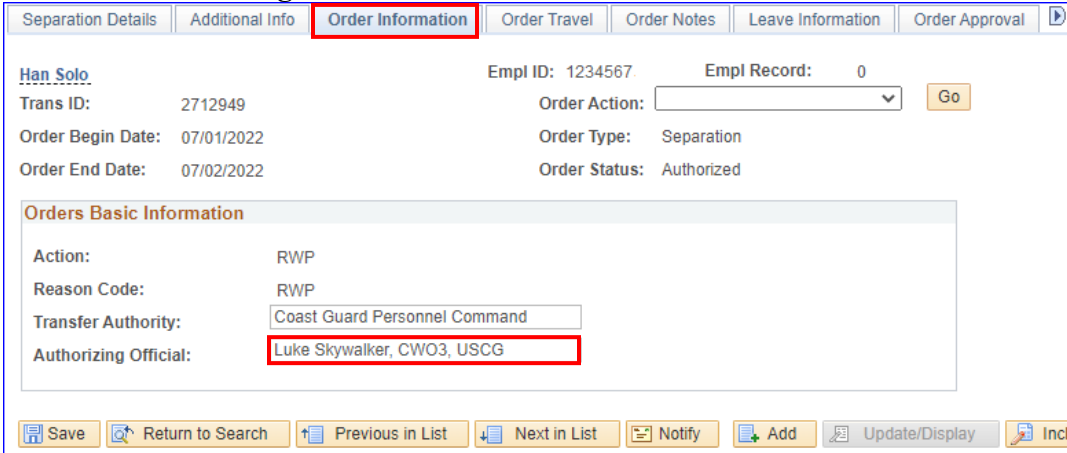
Procedures,  
continued

Step	Action
3	<p>On the <b>Separation Details</b> 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 <a href="#">Airport Terminal</a> user guide.)</p> <p>Notice the <b>Authorization Created</b> link. Click on it to view and print the Separation Authorization. If the <b>Retirement Authority</b> does not auto-populate from the Sep Request, enter it before moving on.</p> 

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# Retirement Orders, Continued

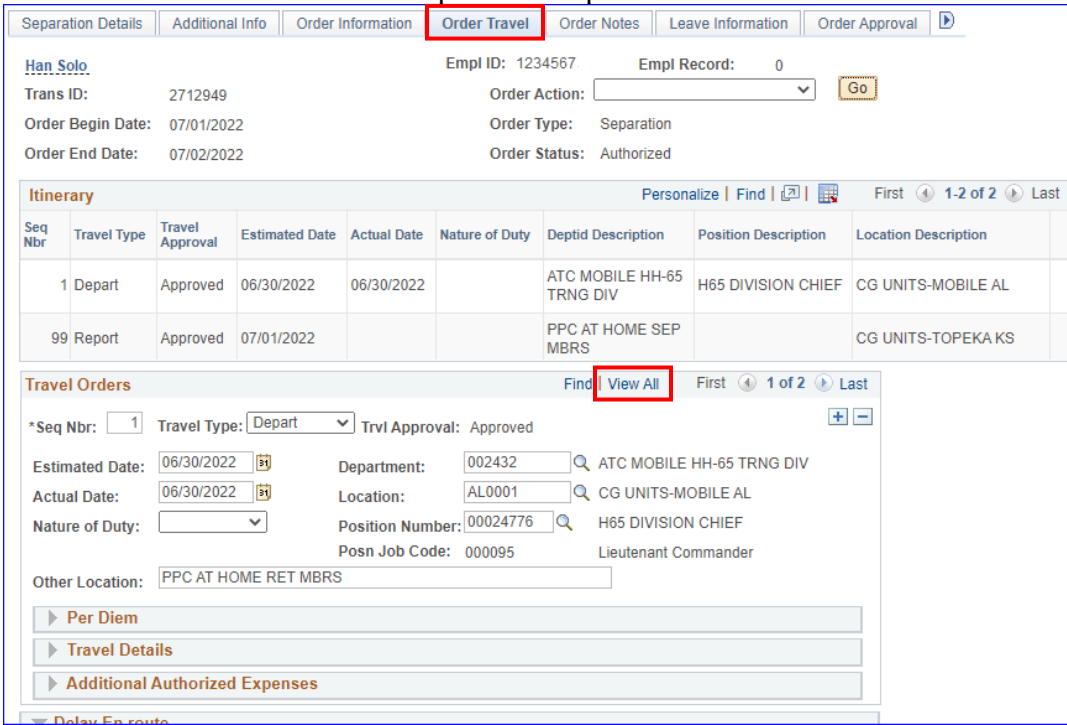
Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>Select the <b>Additional Info</b> tab.</p> <p>Any information on this tab was input by PSC and cannot be edited.</p> 
<p><b>5</b></p>	<p>Select the <b>Order Information</b> tab.</p> <p>Enter the <b>Authorizing Official</b>.</p> 

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# Retirement Orders, Continued

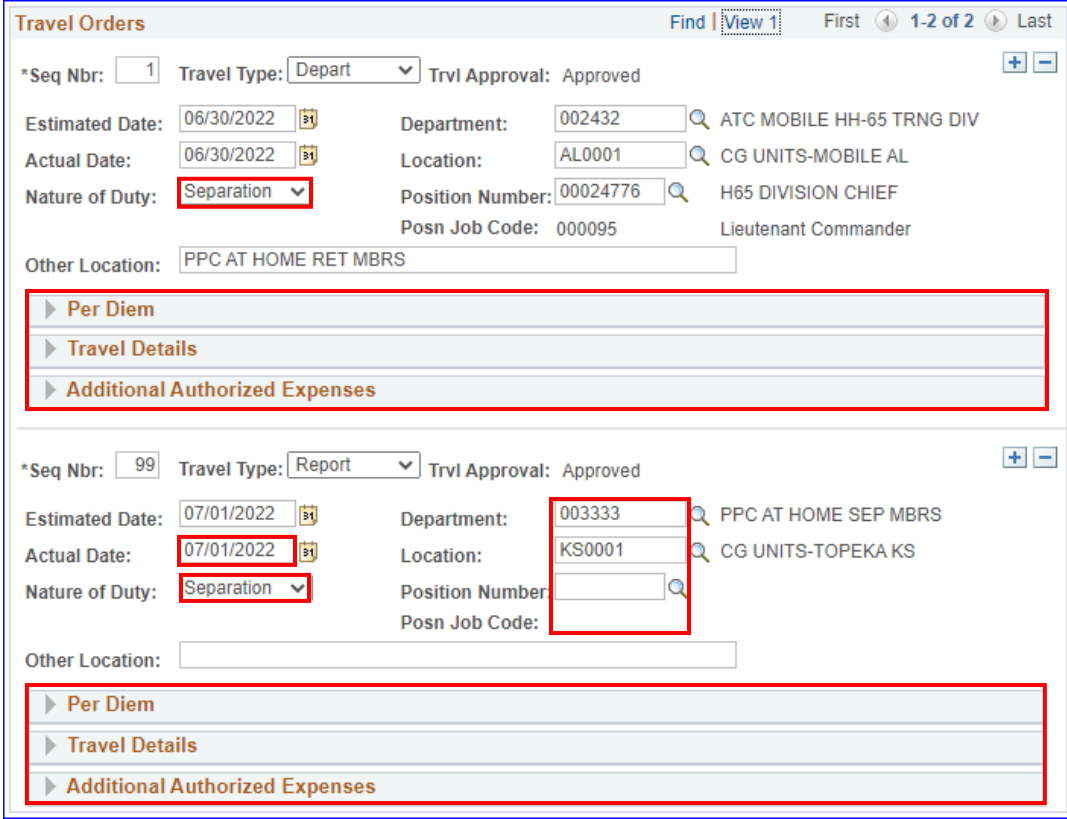
Procedures,  
continued

Step	Action																											
6	<p>Select the <b>Order Travel</b> tab.</p> <p>Click <b>View All</b> to see both the Depart and Report rows.</p>  <p>The screenshot shows the 'Order Travel' tab selected. It displays employee information for Han Solo (Empl ID: 1234567) and order details (Trans ID: 2712949, Order Begin Date: 07/01/2022, Order End Date: 07/02/2022). The 'Itinerary' table lists two rows: a '1 Depart' row and a '99 Report' row. The 'Travel Orders' section below has a 'View All' button highlighted in red.</p> <table border="1" data-bbox="349 735 1380 913"> <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>06/30/2022</td> <td>06/30/2022</td> <td></td> <td>ATC MOBILE HH-65 TRNG DIV</td> <td>H65 DIVISION CHIEF</td> <td>CG UNITS-MOBILE AL</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>07/01/2022</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-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	1	Depart	Approved	06/30/2022	06/30/2022		ATC MOBILE HH-65 TRNG DIV	H65 DIVISION CHIEF	CG UNITS-MOBILE AL	99	Report	Approved	07/01/2022			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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# Retirement Orders, Continued

Procedures,  
continued

Step	Action
7	<p><b>Seq 1, Depart row:</b></p> <ul style="list-style-type: none"> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Click on the arrows to expand the <b>Per Diem</b>, <b>Travel Details</b>, and/or the <b>Additional Authorized Expenses</b> sections to add specific entitlements for the retiring member.</li> </ul> <p><b>Seq 99, Report row:</b></p> <ul style="list-style-type: none"> <li>• Enter the <b>Actual date</b> (same as estimated).</li> <li>• Select Separation from the <b>Nature of Duty</b> drop-down.</li> <li>• Verify the <b>Department</b> for separation is 003333.</li> <li>• Verify the <b>Location</b> is KS0001.</li> <li>• The <b>Position Number</b> and <b>Posn Job Code</b> should be blank.</li> <li>• The <b>Other Location</b>, <b>Per Diem</b>, <b>Travel Details</b>, and <b>Additional Authorized Expenses</b> sections may be populated as necessary.</li> </ul> 

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## Retirement Orders, Continued

Procedures,  
continued

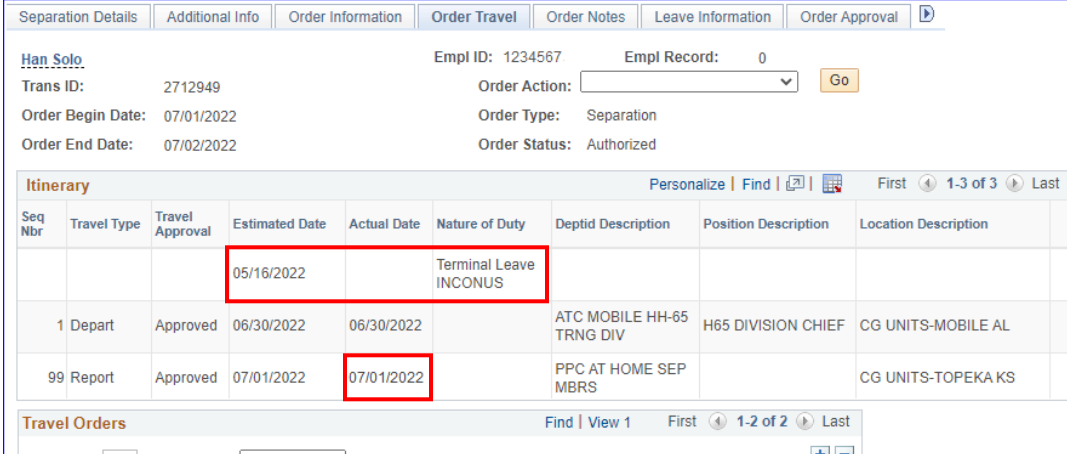
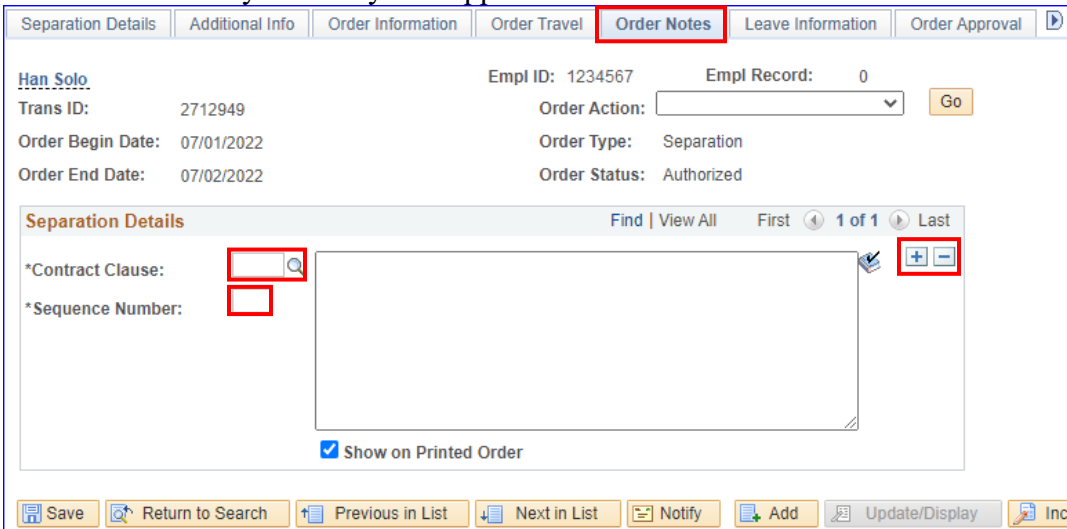
Step	Action																																
<p><b>8</b></p>	<p>In the <b>Delay En route</b> section, enter any <b>Terminal Leave</b> the member will be taking prior to their official Retirement Date. Terminal Leave INCONUS/OUTCONUS <b>MUST</b> be the last entry for the Delay En Route section.</p> <p>Any Administrative Absence and/or Retirement Processing Point Absence must be documented in the Order Notes.</p> <p><b>IMPORTANT:</b> SPOs/(PSI) P&amp;As <b>MUST</b> 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> <div data-bbox="334 816 1398 1001" style="border: 1px solid blue; padding: 5px;"> <p>▼ <b>Delay En route</b></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>1 05/16/2022</td> <td>06/30/2022</td> <td>Terminal Leave INCONUS</td> <td>46</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days	1 05/16/2022	06/30/2022	Terminal Leave INCONUS	46																								
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<p><b>9</b></p>	<p>Select the appropriate <b>Dependents Authorized to Travel</b> box. If the dependents do not auto-populate, use the <b>Dep/Benef</b> lookup to find and select each one.</p> <p>Click <b>Save</b>.</p> <div data-bbox="334 1184 1398 1461" style="border: 1px solid blue; padding: 5px;"> <p>▼ <b>Dependents Authorized for Travel</b></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 checked="" type="checkbox"/></td> <td>03</td> <td>Solo, Leig Organa</td> <td>Spouse</td> <td>Married</td> <td>03/27/2004</td> <td>N</td> <td>07/10/1977</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>04</td> <td>Solo, Jacen</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>04/23/2009</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05</td> <td>Solo, Jaina</td> <td>Daughter</td> <td>Single</td> <td></td> <td>N</td> <td>04/23/2009</td> </tr> </tbody> </table> <p> <input checked="" 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> </div>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	<input checked="" type="checkbox"/>	03	Solo, Leig Organa	Spouse	Married	03/27/2004	N	07/10/1977	<input checked="" type="checkbox"/>	04	Solo, Jacen	Son	Single		N	04/23/2009	<input checked="" type="checkbox"/>	05	Solo, Jaina	Daughter	Single		N	04/23/2009
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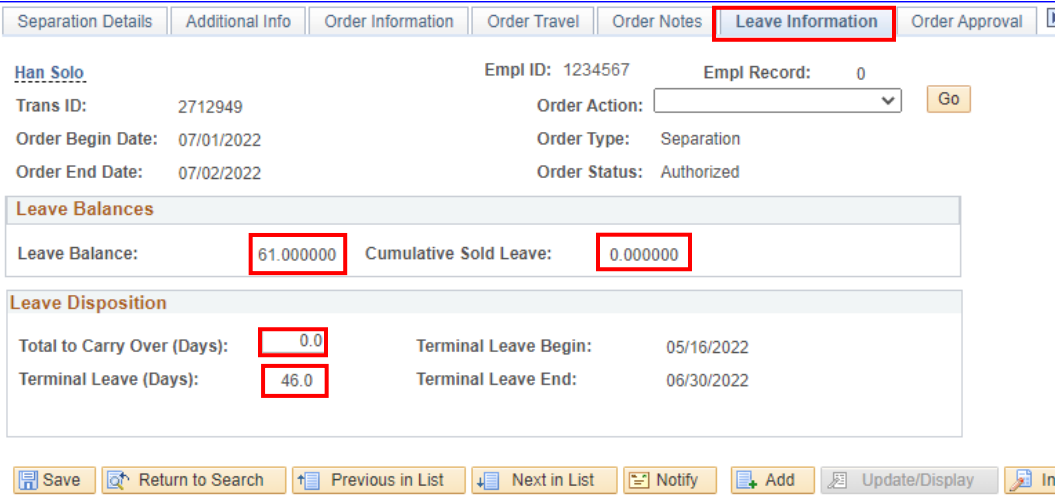
Procedures,  
continued

Step	Action																																				
<p><b>10</b></p>	<p>Saving will update the <b>Actual Date</b> and display the <b>Terminal Leave</b> in the Itinerary section.</p>  <p>The screenshot shows the 'Order Travel' tab with the following details:</p> <ul style="list-style-type: none"> <li>Empl ID: 1234567, Empl Record: 0</li> <li>Trans ID: 2712949, Order Action: [Dropdown], Go</li> <li>Order Begin Date: 07/01/2022, Order Type: Separation</li> <li>Order End Date: 07/02/2022, Order Status: Authorized</li> </ul> <p>The 'Itinerary' table is as follows:</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>05/16/2022</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>06/30/2022</td> <td>06/30/2022</td> <td></td> <td>ATC MOBILE HH-65 TRNG DIV</td> <td>H65 DIVISION CHIEF</td> <td>CG UNITS-MOBILE AL</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>07/01/2022</td> <td>07/01/2022</td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-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				05/16/2022		Terminal Leave INCONUS				1	Depart	Approved	06/30/2022	06/30/2022		ATC MOBILE HH-65 TRNG DIV	H65 DIVISION CHIEF	CG UNITS-MOBILE AL	99	Report	Approved	07/01/2022	07/01/2022		PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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<p><b>11</b></p>	<p>Select the <b>Order Notes</b> tab.</p> <p>Enter the appropriate <b>Contract Clause(s)</b> (Order Notes) using the Lookup icon and edit as necessary. Use the (+) and (-) buttons as needed. Enter a <b>Sequence Number</b> to identify how they will appear on the Order.</p>  <p>The screenshot shows the 'Order Notes' tab with the following details:</p> <ul style="list-style-type: none"> <li>Empl ID: 1234567, Empl Record: 0</li> <li>Trans ID: 2712949, Order Action: [Dropdown], Go</li> <li>Order Begin Date: 07/01/2022, Order Type: Separation</li> <li>Order End Date: 07/02/2022, Order Status: Authorized</li> </ul> <p>The 'Separation Details' section shows:</p> <ul style="list-style-type: none"> <li>*Contract Clause: [Input field with Lookup icon]</li> <li>*Sequence Number: [Input field]</li> <li>[+/-] buttons for editing</li> <li>Checkmark for 'Show on Printed Order'</li> </ul>																																				

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## Retirement Orders, Continued

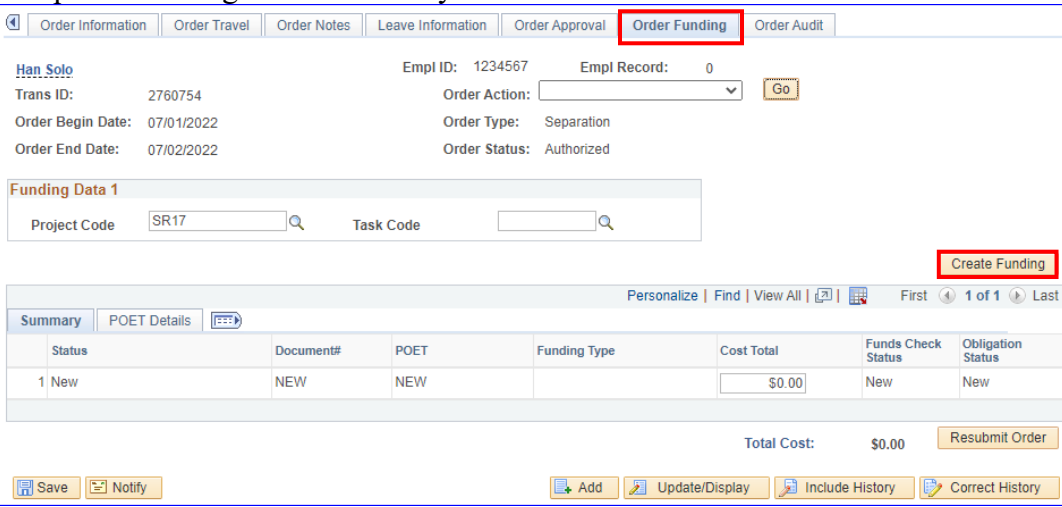
Procedures,  
continued

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

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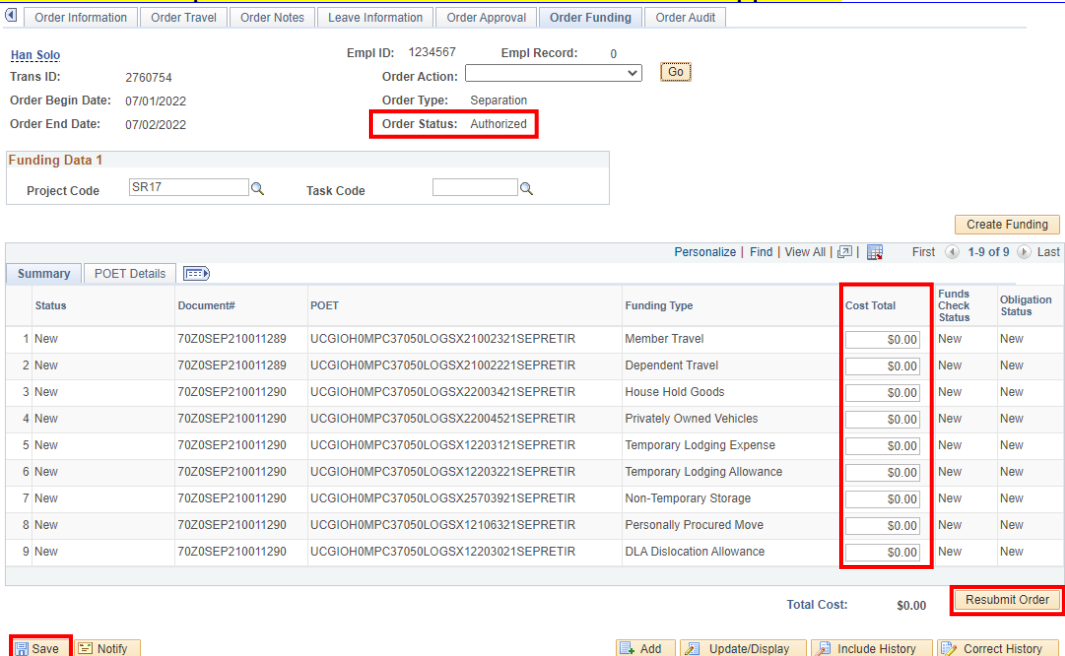
Procedures,  
continued

Step	Action
13	<p>Select the <b>Order Funding</b> tab.</p> <p>Click <b>Create Funding</b>.</p> <p><b>NOTE:</b> Even if the member is <b>NOT</b> relocating immediately, this step <b>MUST</b> be completed to obligate funds for any future relocation.</p> 

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# Retirement Orders, Continued

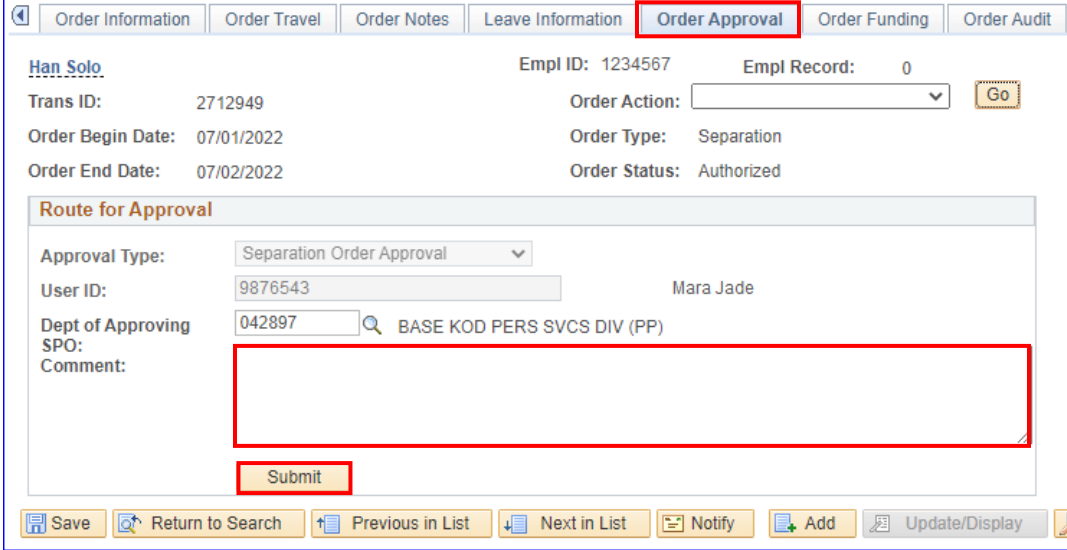
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Step	Action																																																																						
14	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type per member's intentions, as authorized (<a href="#">see Note 1</a>). Click <b>Resubmit Order</b>, then click <b>Save</b>. The <b>Order Status</b> will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (<a href="#">see Note 2</a>).</p> <p><b>NOTE 1:</b> If the member is not planning on relocating immediately, <b>estimated costs still need to be entered for any Funding Type the member is authorized</b> (see the <a href="#">Funding Tab/POET details</a> 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 <a href="#">Estimates: Household Goods</a> at the beginning of this guide).</p> <p><b>NOTE 2:</b> This process will depend on the availability of FSMS. Upon clicking Resubmit Order, the <b>Order Status</b> will update to Awaiting \$ and then back to Authorized. <b>It may be necessary to exit the Order</b> (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 15. The Retirement Order <b>MUST be completed and routed to the SPO Auditor for approval.</b></p>  <p>The screenshot shows the 'Order Funding' tab with the following details:</p> <ul style="list-style-type: none"> <li>Empl ID: 1234567, Empl Record: 0</li> <li>Order Action: [Dropdown], Go</li> <li>Order Type: Separation</li> <li>Order Status: Authorized</li> <li>Order Begin Date: 07/01/2022</li> <li>Order End Date: 07/02/2022</li> </ul> <p>The 'Funding Data 1' section includes a search for Project Code (SR17) and Task Code.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr><td>1 New</td><td>70Z0SEP210011289</td><td>UCGIOH0MPC37050LOGSX21002321SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>2 New</td><td>70Z0SEP210011289</td><td>UCGIOH0MPC37050LOGSX21002221SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>3 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX22003421SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>4 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX22004521SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>5 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX12203121SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>6 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX12203221SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>7 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX25703921SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>8 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX12106321SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>9 New</td><td>70Z0SEP210011290</td><td>UCGIOH0MPC37050LOGSX12203021SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table> <p>Total Cost: \$0.00</p> <p>Buttons: Save, Notify, Add, Update/Display, Include History, Correct History, Resubmit Order</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP210011289	UCGIOH0MPC37050LOGSX21002321SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP210011289	UCGIOH0MPC37050LOGSX21002221SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX22003421SEPRETIR	House Hold Goods	\$0.00	New	New	4 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX22004521SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX12203121SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX12203221SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX25703921SEPRETIR	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX12106321SEPRETIR	Personally Procured Move	\$0.00	New	New	9 New	70Z0SEP210011290	UCGIOH0MPC37050LOGSX12203021SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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# Retirement Orders, Continued

Procedures,  
continued

Step	Action
15	<p>Select the <b>Order Approval</b> tab.</p> <p>Enter <b>Comments</b> as appropriate, then click <b>Submit</b>.</p>  <p>The screenshot shows a web application interface for 'Order Approval'. At the top, there are several tabs: 'Order Information', 'Order Travel', 'Order Notes', 'Leave Information', 'Order Approval' (highlighted in red), 'Order Funding', and 'Order Audit'. Below the tabs, the user 'Han Solo' is identified with 'Empl ID: 1234567' and 'Empl Record: 0'. There are fields for 'Trans ID: 2712949', 'Order Begin Date: 07/01/2022', and 'Order End Date: 07/02/2022'. On the right, there is an 'Order Action' dropdown menu, a 'Go' button, 'Order Type: Separation', and 'Order Status: Authorized'. A section titled 'Route for Approval' contains 'Approval Type: Separation Order Approval', 'User ID: 9876543' (Mara Jade), and 'Dept of Approving SPO: 042897' (BASE KOD PERS SVCS DIV (PP)). A large red-bordered text area is provided for 'Comment'. A 'Submit' button is located below the comment area. At the bottom of the form, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.</p>

*Continued on next page*

# Retirement Orders, Continued

Procedures,  
continued

Step	Action
16	<p>Once submitted, the Separation (Retirement) Order is placed in a <b>Pending</b> approval status and has been routed to the SPO Auditor for approval.</p> <p><b>IMPORTANT:</b> The SPO/(PSI) P&amp;A Technician <b>MUST</b> manually stop Career Sea Pay, Career Sea Pay Premium, &amp; OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> 