

Separation - Discharge with a Temporary Separation Request

Introduction This guide provides the procedures for completing Discharge Orders in Direct Access when a Temporary Separation Request was entered by Personnel Service Center (PSC).

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 a n 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 The approval request will need to be withdrawn to let the OIP process run successfully.*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 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 \(MAS\) \(uscg.mil\)](http://uscg.mil).

Known Issue: Rehire **IMPORTANT** – When processing a Temporary Separation Order for an Enlisted member, a new contract and Rehire to Reserve with or without prior Military Service Obligation shall be completed within 24 hours of Discharge.

A Separation Order negates any service obligation the member has remaining.

If member is NOT rehired this Separation Order is VOIDED. This adversely impacts benefits, entitlements, and the member's ability to return to Active Duty under this program.

NOTE: Ensure the Rehire – Into Reserves with Prior Service guide is used.

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.

Continued on next page

Separation - Discharge with a Temporary Separation Request, 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 \(PPM\)](#))

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.

Continued on next page

Separation - Discharge with a Temporary Separation Request, 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.** Use the estimated cost provided on the DD-2278 by the Transportation Officer 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 the 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

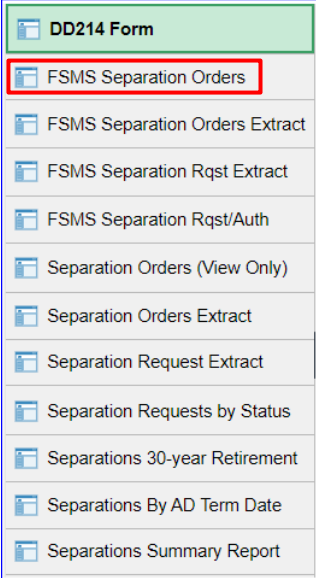
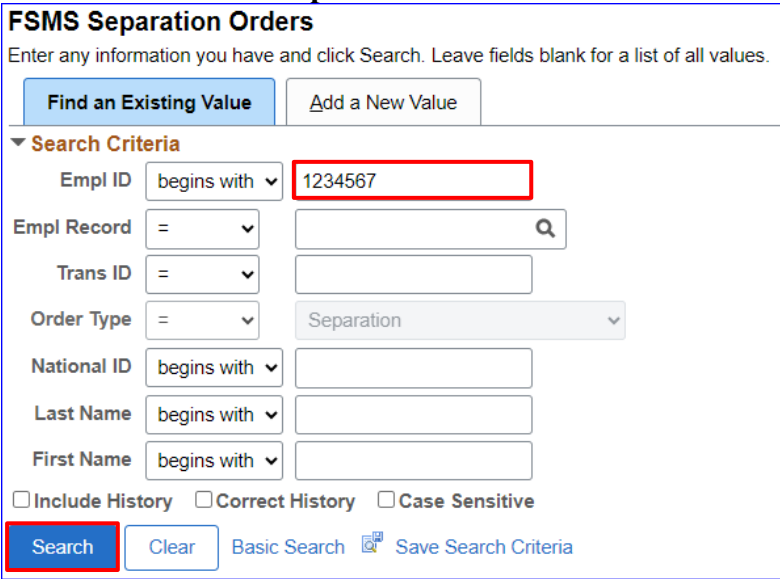
See below.

Step	Action
1	<p>Click the Separations tile.</p> 

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
2	<p>Select the FSMS Separation Orders option.</p>  <p>The screenshot shows a list of menu items. The item 'FSMS Separation Orders' is highlighted with a red rectangular box. Other items include 'DD214 Form', 'FSMS Separation Orders Extract', 'FSMS Separation Rqst Extract', 'FSMS Separation Rqst/Auth', 'Separation Orders (View Only)', 'Separation Orders Extract', 'Separation Request Extract', 'Separation Requests by Status', 'Separations 30-year Retirement', 'Separations By AD Term Date', and 'Separations Summary Report'.</p>
3	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'FSMS Separation Orders' search page. It includes a search criteria section with the following fields: 'Empl ID' (set to '1234567'), 'Empl Record', 'Trans ID', 'Order Type' (set to 'Separation'), 'National ID', 'Last Name', and 'First Name'. The 'Search' button is highlighted with a red box. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a 'Save Search Criteria' button.</p>

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action																																																																																
4	<p>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). To view/print the Separation Authorization, click the Authorization Created link.</p> <div data-bbox="327 656 1369 1003" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #e0e0e0;">Separation Details</td> <td style="background-color: #e0e0e0;">Additional Info</td> <td style="background-color: #e0e0e0;">Order Information</td> <td style="background-color: #e0e0e0;">Order Travel</td> <td style="background-color: #e0e0e0;">Order Notes</td> <td style="background-color: #e0e0e0;">Leave Information</td> <td style="background-color: #e0e0e0;">></td> </tr> <tr> <td colspan="2"><u>Horatio Crunch</u></td> <td colspan="2">Empl ID: 1234567</td> <td colspan="2">Empl Record: 0</td> <td colspan="2"></td> </tr> <tr> <td>Trans ID:</td> <td>2908390</td> <td colspan="2">Order Action:</td> <td colspan="2"><input type="text" value=""/></td> <td colspan="2" style="text-align: right;"><input type="button" value="Go"/></td> </tr> <tr> <td>Order Begin Date:</td> <td>07/15/2024</td> <td colspan="2">Order Type:</td> <td colspan="2">Separation</td> <td colspan="2"></td> </tr> <tr> <td>Order End Date:</td> <td>07/16/2024</td> <td colspan="2">Order Status:</td> <td colspan="2">Authorized</td> <td colspan="2"></td> </tr> <tr> <td colspan="8">Separation Details</td> </tr> <tr> <td>Termination type code:</td> <td colspan="3"><input type="text" value="Release From Active Duty"/></td> <td colspan="4"></td> </tr> <tr> <td>Effective Date:</td> <td><input type="text" value="07/15/2024"/></td> <td colspan="2">Departure Date:</td> <td colspan="4"><input type="text" value="07/06/2024"/></td> </tr> <tr> <td>Separation Program Designator:</td> <td><input type="text" value="MBK"/></td> <td colspan="2">Completion of required active service</td> <td colspan="4" style="text-align: right;">Authorization Created</td> </tr> <tr> <td>Re-enlistment Code:</td> <td><input type="text" value="RE1"/></td> <td colspan="2">Eligible for Reenlistment</td> <td colspan="4"></td> </tr> </table> </div>	Separation Details		Additional Info	Order Information	Order Travel	Order Notes	Leave Information	>	<u>Horatio Crunch</u>		Empl ID: 1234567		Empl Record: 0				Trans ID:	2908390	Order Action:		<input type="text" value=""/>		<input type="button" value="Go"/>		Order Begin Date:	07/15/2024	Order Type:		Separation				Order End Date:	07/16/2024	Order Status:		Authorized				Separation Details								Termination type code:	<input type="text" value="Release From Active Duty"/>							Effective Date:	<input type="text" value="07/15/2024"/>	Departure Date:		<input type="text" value="07/06/2024"/>				Separation Program Designator:	<input type="text" value="MBK"/>	Completion of required active service		Authorization Created				Re-enlistment Code:	<input type="text" value="RE1"/>	Eligible for Reenlistment					
Separation Details		Additional Info	Order Information	Order Travel	Order Notes	Leave Information	>																																																																										
<u>Horatio Crunch</u>		Empl ID: 1234567		Empl Record: 0																																																																													
Trans ID:	2908390	Order Action:		<input type="text" value=""/>		<input type="button" value="Go"/>																																																																											
Order Begin Date:	07/15/2024	Order Type:		Separation																																																																													
Order End Date:	07/16/2024	Order Status:		Authorized																																																																													
Separation Details																																																																																	
Termination type code:	<input type="text" value="Release From Active Duty"/>																																																																																
Effective Date:	<input type="text" value="07/15/2024"/>	Departure Date:		<input type="text" value="07/06/2024"/>																																																																													
Separation Program Designator:	<input type="text" value="MBK"/>	Completion of required active service		Authorization Created																																																																													
Re-enlistment Code:	<input type="text" value="RE1"/>	Eligible for Reenlistment																																																																															

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

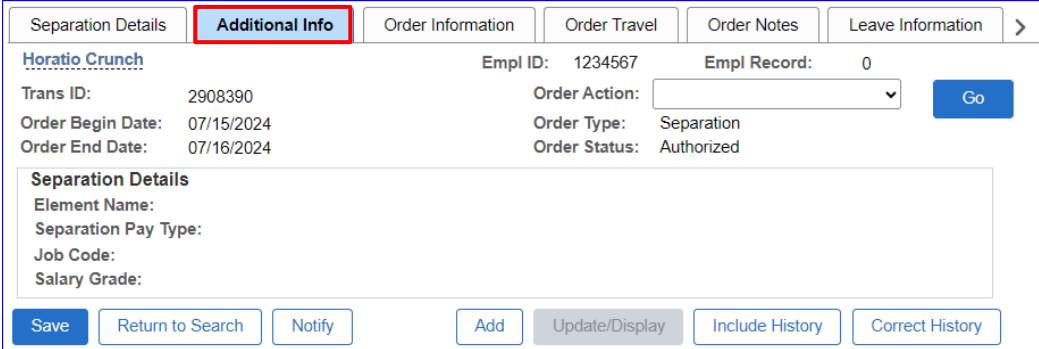
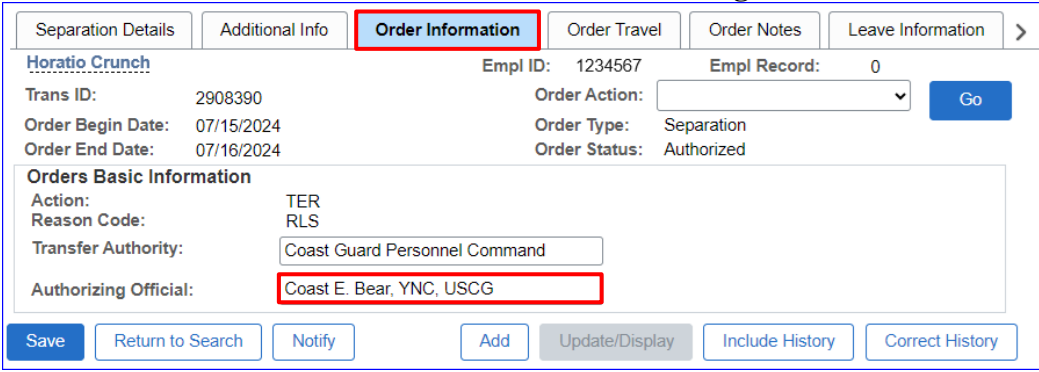

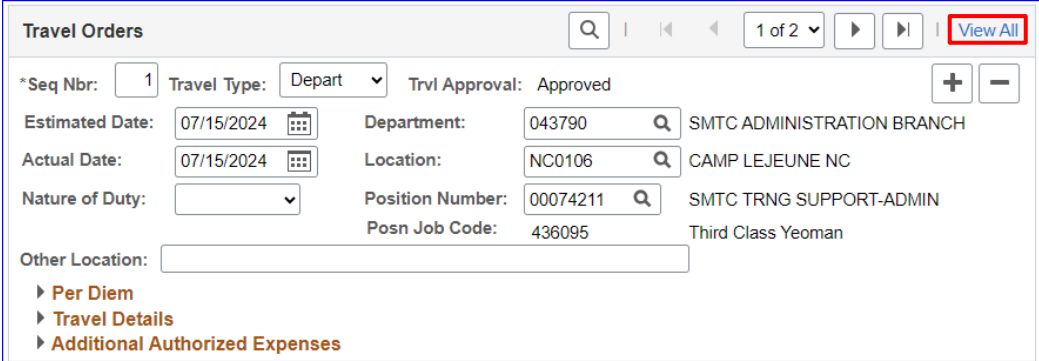
Procedures,
continued

Step	Action
5	<p>IMPORTANT: Expand the Discharge section and populate either the Officer Termination Code or Enlisted discharge code field per the member's paygrade. The must be entered here so it will populate the member's DD-214. ONLY enter information in ONE field. Click Save.</p> <p>OFFICER:</p> <div data-bbox="327 712 1369 1211"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value=""/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>Enlisted Discharge Reason: <input type="text" value=""/></p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>▶ Death</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"/></p> </div> <p>ENLISTED:</p> <div data-bbox="327 1285 1369 1807"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: <input type="text" value=""/></p> <p>Termination Reason: <input type="text" value=""/></p> <p>Enlisted</p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>Enlisted Discharge Reason: <input type="text" value=""/></p> <p>Enlisted discharge code: <input type="text" value=""/></p> <p>▶ Death</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"/></p> </div>

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

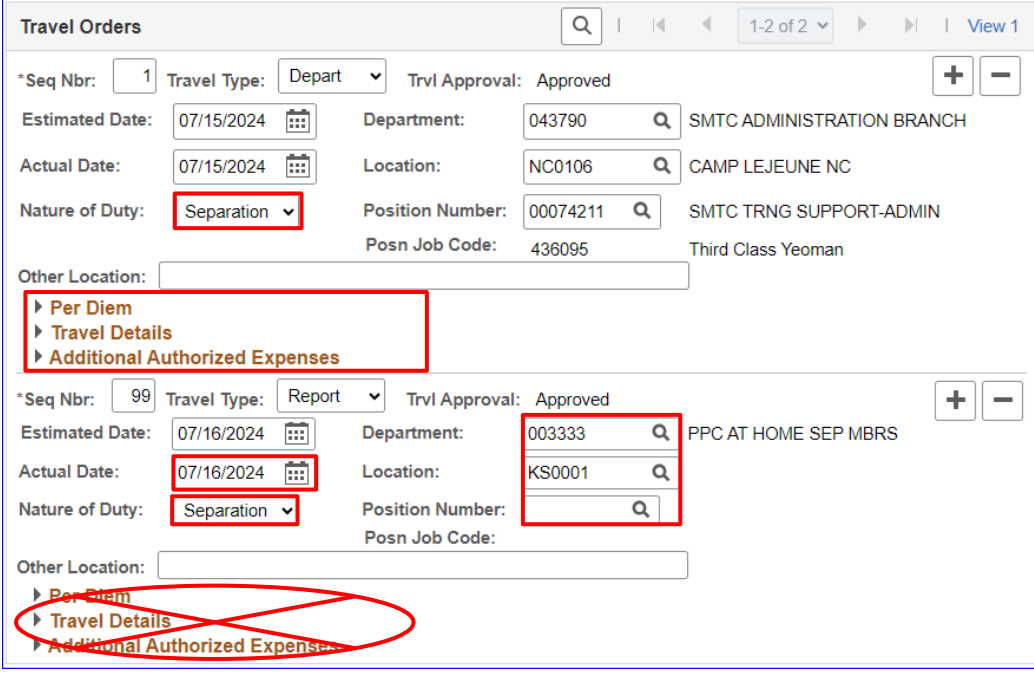
Procedures,
continued

Step	Action
<p>6</p>	<p>Select the Additional Info. Tab. All information on this tab is entered by PSC and cannot be edited.</p> 
<p>7</p>	<p>Select the Order Information tab. Enter the Authorizing Official.</p> 
<p>8</p>	<p>Select the Order Travel tab.</p> 
<p>9</p>	<p>Scroll down to the Travel Orders section and click View All to see both the Depart and Report rows.</p> 

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
10	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> • The Estimated Date and Actual Date should auto-populate. If they have not, enter the Estimated Date and Actual Date (should be the effective date of separation). • 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 separating member. <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> • Enter the Actual date (same as Estimated Date). • 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 are not used for Discharges. 

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

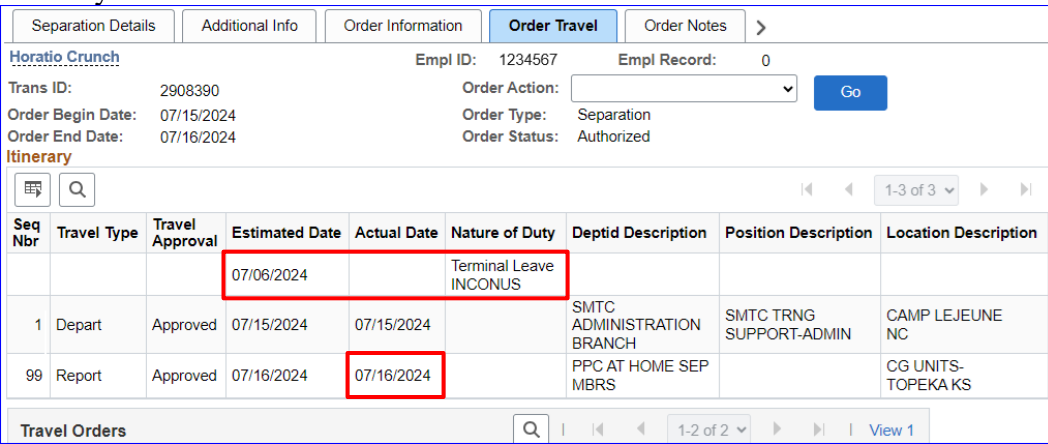
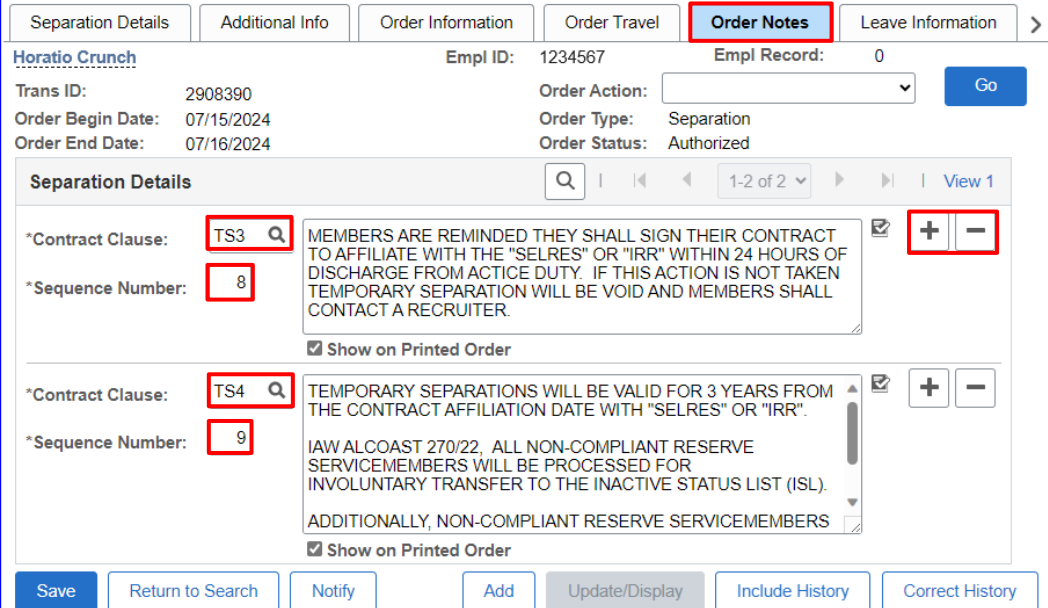
Procedures,
continued

Step	Action																														
<p>11</p>	<p>Delay En route:</p> <ul style="list-style-type: none"> Enter any Terminal Leave the member plans to take. The End Date cannot go beyond the Discharge Date. Terminal Leave (INCONUS or OUTCONUS) MUST be the last entry in the Delay En route section. <p>NOTE: SPOs/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.</p> <div data-bbox="331 824 1362 972" style="border: 1px solid #ccc; padding: 5px;"> <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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 07/06/2024</td> <td>07/15/2024</td> <td>Terminal Leave INCONUS</td> <td>10</td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay En route	Days			1 07/06/2024	07/15/2024	Terminal Leave INCONUS	10	+	-																		
Begin Date	End Date	Delay En route	Days																												
1 07/06/2024	07/15/2024	Terminal Leave INCONUS	10	+	-																										
<p>12</p>	<p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> Select the Auth for Travel box for the appropriate dependents. If the dependents do not auto-populate, use the Dep/Benef lookup and select each one. <p>Click Save.</p> <div data-bbox="331 1234 1362 1496" style="border: 1px solid #ccc; padding: 5px;"> <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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 <input checked="" type="checkbox"/></td> <td>01 <input type="text" value="Q"/></td> <td>Crunch, Kitty Kay</td> <td>Spouse</td> <td>Married</td> <td>02/25/2017</td> <td>N</td> <td>05/29/1986</td> <td>+</td> <td>-</td> </tr> <tr> <td>2 <input checked="" type="checkbox"/></td> <td>02 <input type="text" value="Q"/></td> <td>Crunch, Barry Joe</td> <td>Son</td> <td>Single</td> <td></td> <td>N</td> <td>07/15/2009</td> <td>+</td> <td>-</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			1 <input checked="" type="checkbox"/>	01 <input type="text" value="Q"/>	Crunch, Kitty Kay	Spouse	Married	02/25/2017	N	05/29/1986	+	-	2 <input checked="" type="checkbox"/>	02 <input type="text" value="Q"/>	Crunch, Barry Joe	Son	Single		N	07/15/2009	+	-
Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth																								
1 <input checked="" type="checkbox"/>	01 <input type="text" value="Q"/>	Crunch, Kitty Kay	Spouse	Married	02/25/2017	N	05/29/1986	+	-																						
2 <input checked="" type="checkbox"/>	02 <input type="text" value="Q"/>	Crunch, Barry Joe	Son	Single		N	07/15/2009	+	-																						

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section.</p> 
<p>14</p>	<p>Select the Order Notes tab.</p> <p>Enter the appropriate Contract Clause(s) (Order Notes) using the Lookup icon and edit as necessary. Use the (+) and (-) buttons to add or remove rows as needed. Enter a Sequence Number to identify how they will appear on the Orders.</p> <p>NOTE: Add Contract Clause TS3 and TS4 (per EPM).</p> 

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

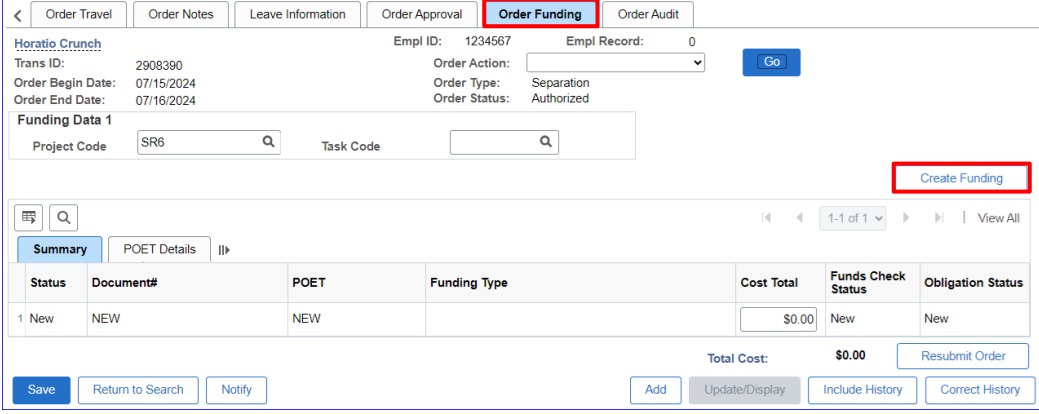
Procedures,
continued

Step	Action																																																						
15	<p>Select the Leave Information tab.</p> <p>The Terminal Leave (Days) entered earlier 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 of current pay/absence calendar. • Cumulative Sold Leave – Number of leave days sold in the member's military career. Do NOT enter LSL sale days here. The system will automatically sell the remaining balance after any Terminal leave is deducted. • Total to Carry Over (Days) – Defaults to 0, used if requested by the member, and will be subtracted from the leave available to sell **Use this for members: <ul style="list-style-type: none"> ▪ Wishing to carry over leave to another branch of the service (no break in service) or ▪ If the member is immediately being rehired (with no break). <p>**This field is required for any Direct Commissioned Officer going from Enlisted to Officer. The Total to Carry Over (days) MUST match the leave balance. If not used, the system will erroneously sell the leave and a PPC trouble ticket will need to be submitted to correct the leave balances and create debts.</p> <ul style="list-style-type: none"> • Terminal Leave (Days) – Sum of terminal leave-days specified on the Order Travel tab. <div data-bbox="327 1288 1380 1646" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Separation Details</td> <td style="text-align: center;">Additional Info</td> <td style="text-align: center;">Order Information</td> <td style="text-align: center;">Order Travel</td> <td style="text-align: center;">Order Notes</td> <td style="text-align: center; border: 2px solid red;">Leave Information ></td> </tr> <tr> <td colspan="2"> Horatio Crunch Trans ID: 2908390 Order Begin Date: 07/15/2024 Order End Date: 07/16/2024 </td> <td colspan="2"> Empl ID: 1234567 Empl Record: 0 </td> <td colspan="2"> Order Action: <input type="text"/> Order Type: Separation Order Status: Authorized </td> </tr> <tr> <td colspan="6" style="text-align: center;">Leave Balances</td> </tr> <tr> <td colspan="2">Leave Balance: 62.500000</td> <td colspan="4">Cumulative Sold Leave: 0.000000</td> </tr> <tr> <td colspan="6" style="text-align: center;">Leave Disposition</td> </tr> <tr> <td colspan="2">Total to Carry Over (Days): 0.0</td> <td colspan="4">Terminal Leave Begin: 07/06/2024</td> </tr> <tr> <td colspan="2">Terminal Leave (Days): 10.0</td> <td colspan="4">Terminal Leave End: 07/15/2024</td> </tr> <tr> <td style="text-align: center;">Save</td> <td style="text-align: center;">Return to Search</td> <td style="text-align: center;">Notify</td> <td style="text-align: center;">Add</td> <td style="text-align: center;">Update/Display</td> <td style="text-align: center;">Include History</td> </tr> <tr> <td colspan="6" style="text-align: right;"> <input type="button" value="Go"/> </td> </tr> </table> </div> <p>This message will display if the Total to Carry over (Days) was populated. Click OK to clear the message.</p> <div data-bbox="327 1736 1380 1937" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Warning -- Leave Carryover should only be recorded in the case of: (30013,83)</p> <p>(a) a reservist being RELAD to SELRES status; or (b) a member being discharged and electing to carry over leave to another branch of Service. Erroneous Leave Carryover entries will cause significant indebtedness issues.</p> <p style="text-align: center;">OK</p> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information >	Horatio Crunch Trans ID: 2908390 Order Begin Date: 07/15/2024 Order End Date: 07/16/2024		Empl ID: 1234567 Empl Record: 0		Order Action: <input type="text"/> Order Type: Separation Order Status: Authorized		Leave Balances						Leave Balance: 62.500000		Cumulative Sold Leave: 0.000000				Leave Disposition						Total to Carry Over (Days): 0.0		Terminal Leave Begin: 07/06/2024				Terminal Leave (Days): 10.0		Terminal Leave End: 07/15/2024				Save	Return to Search	Notify	Add	Update/Display	Include History	<input type="button" value="Go"/>					
Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information >																																																		
Horatio Crunch Trans ID: 2908390 Order Begin Date: 07/15/2024 Order End Date: 07/16/2024		Empl ID: 1234567 Empl Record: 0		Order Action: <input type="text"/> Order Type: Separation Order Status: Authorized																																																			
Leave Balances																																																							
Leave Balance: 62.500000		Cumulative Sold Leave: 0.000000																																																					
Leave Disposition																																																							
Total to Carry Over (Days): 0.0		Terminal Leave Begin: 07/06/2024																																																					
Terminal Leave (Days): 10.0		Terminal Leave End: 07/15/2024																																																					
Save	Return to Search	Notify	Add	Update/Display	Include History																																																		
<input type="button" value="Go"/>																																																							

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

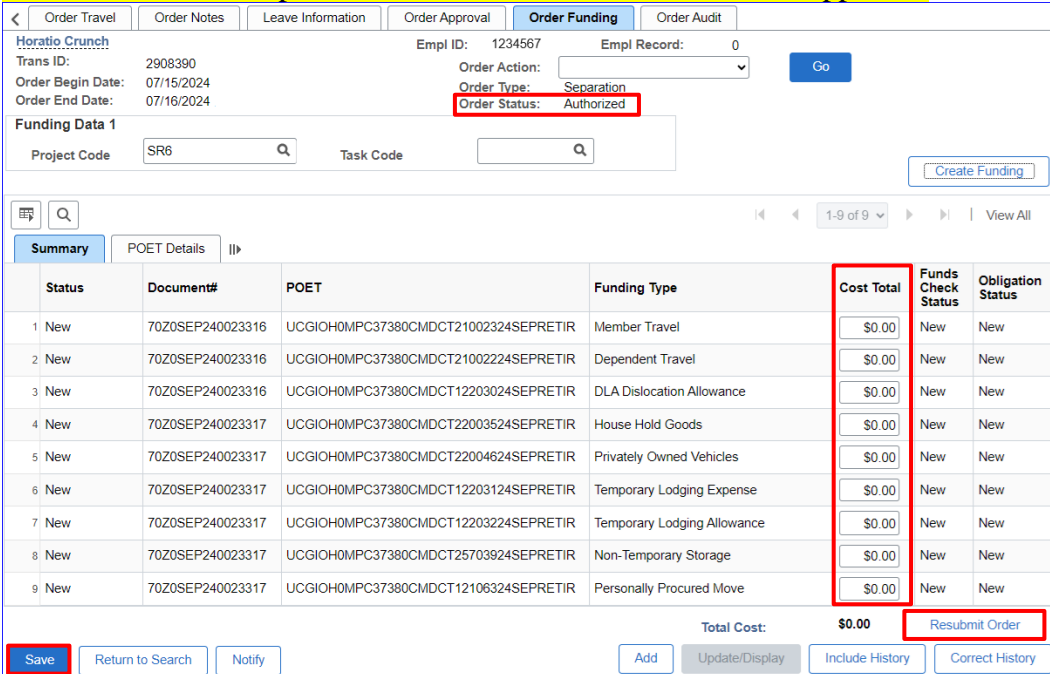
Procedures,
continued

Step	Action														
16	<p data-bbox="327 533 1034 568">Select the Order Funding tab. Click Create Funding.</p>  <p data-bbox="327 568 1369 981"> The screenshot shows the 'Order Funding' tab selected. The 'Create Funding' button is highlighted. The table below is a summary of the funding data: </p> <table border="1" data-bbox="335 828 1356 907"> <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>NEW</td> <td>NEW</td> <td></td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	NEW	NEW		\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status									
1 New	NEW	NEW		\$0.00	New	New									

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

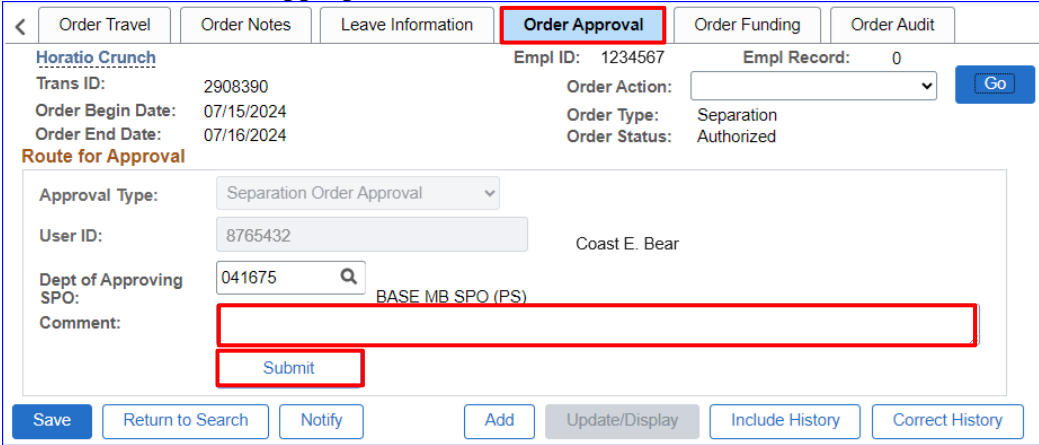
Procedures,
continued

Step	Action																																																																						
17	<p>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).</p> <p>NOTE 1: If the Household Goods Cost Total is \$0.00 but the member is authorized HHGs, see Estimates Household Goods at the beginning of this guide and update accordingly. For POV Shipment or Non-Temp Storage see Estimates: POV / NTS. See the Personally Procured Move (PPM) section for obtaining the estimated cost for a PPM.</p> <p>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 18. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. At the top, there are navigation tabs: Order Travel, Order Notes, Leave Information, Order Approval, Order Funding (selected), and Order Audit. Below these, the user's name 'Horatio Crunch' is displayed. Key information includes Trans ID: 2908390, Empl ID: 1234567, and Empl Record: 0. The Order Begin Date is 07/15/2024 and the Order End Date is 07/16/2024. The Order Action is set to 'Separation' and the Order Status is 'Authorized'. A 'Funding Data 1' section shows a Project Code of 'SR6'. Below this is a table with 9 rows of funding types, each with a 'Cost Total' of '\$0.00'. The 'Total Cost' at the bottom is '\$0.00'. A 'Resubmit Order' button is highlighted in red.</p> <table border="1" data-bbox="327 1411 1380 1758"> <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>70Z0SEP240023316</td> <td>UCGIOH0MPC37380CMDCT21002324SEPRETIR</td> <td>Member Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0SEP240023316</td> <td>UCGIOH0MPC37380CMDCT21002224SEPRETIR</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0SEP240023316</td> <td>UCGIOH0MPC37380CMDCT12203024SEPRETIR</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT22003524SEPRETIR</td> <td>House Hold Goods</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT22004624SEPRETIR</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT12203124SEPRETIR</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT12203224SEPRETIR</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT25703924SEPRETIR</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 New</td> <td>70Z0SEP240023317</td> <td>UCGIOH0MPC37380CMDCT12106324SEPRETIR</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT21002324SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT22003524SEPRETIR	House Hold Goods	\$0.00	New	New	5 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT22004624SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	6 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	9 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12106324SEPRETIR	Personally Procured Move	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																																																																	
1 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT21002324SEPRETIR	Member Travel	\$0.00	New	New																																																																	
2 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT21002224SEPRETIR	Dependent Travel	\$0.00	New	New																																																																	
3 New	70Z0SEP240023316	UCGIOH0MPC37380CMDCT12203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New																																																																	
4 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT22003524SEPRETIR	House Hold Goods	\$0.00	New	New																																																																	
5 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT22004624SEPRETIR	Privately Owned Vehicles	\$0.00	New	New																																																																	
6 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New																																																																	
7 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New																																																																	
8 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New																																																																	
9 New	70Z0SEP240023317	UCGIOH0MPC37380CMDCT12106324SEPRETIR	Personally Procured Move	\$0.00	New	New																																																																	

Continued on next page

Separation - Discharge with a Temporary Separation Request, Continued

Procedures,
continued

Step	Action
<p>18</p>	<p>Select the Order Approval tab.</p> <p>Enter Comments as appropriate, then click Submit.</p> 
<p>19</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>NOTE: SPOs/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.</p> 