

RELAD – Temporary Separation to ISL (TEMPSEP)

Introduction

This guide provides the procedures for creating Release from Active Duty (RELAD) Orders for an Active Duty (AD) OFFICER being temporarily separated to the Inactive Status List (ISL) when a Separation Authorization was entered by PSC.

The procedures provided in this guide apply to OFFICERS being temporarily separated to the ISL. Enlisted members being separated should utilize the appropriate RELAD or Discharge DA User Guides.

References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)
- (c) [Temporary Separations, COMDTINST 1040.6 \(series\)](#)
- (d) [PSC-OPM: Temp Sep Officer Guide](#)

IMPORTANT: Reserve Status Change

Upon the **Effective Date of the RELAD**, it is important to complete a Reserve Status Change using the following information:

- **Effective Date** – Should match Sequence 99 row of RELAD Order
- **Employee Category** – Indicate ISL
- **TRAPAY CAT** – Indicate I

The screenshot shows a web form titled "Reserve Member Status" with a sub-header "Reserve Member Classification". The form contains the following fields and values:

Empl ID:	1234567	Horatio Crunch	Empl Record:	0			
DeptID:	006413	CGC FIR					
Job Effective Date:	01/01/2024	Employee Category:	SEL	TRAPAY CAT:	A	Reserve Classification:	N
Effective Date:	06/12/2024	Employee Category:	ISL	Inactive Status List	TRAPAY CAT:	I	Standby

Buttons at the bottom: Save, Return to Search

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.

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 \(MAS\) \(uscg.mil\)](#).

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), 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 \$5,000.00.

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

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.**

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

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

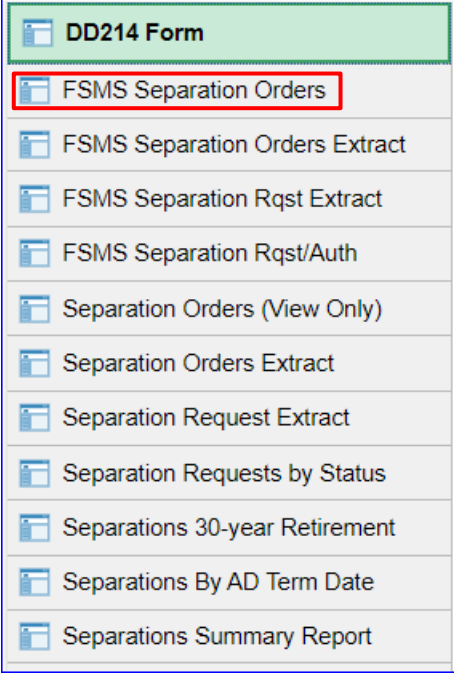
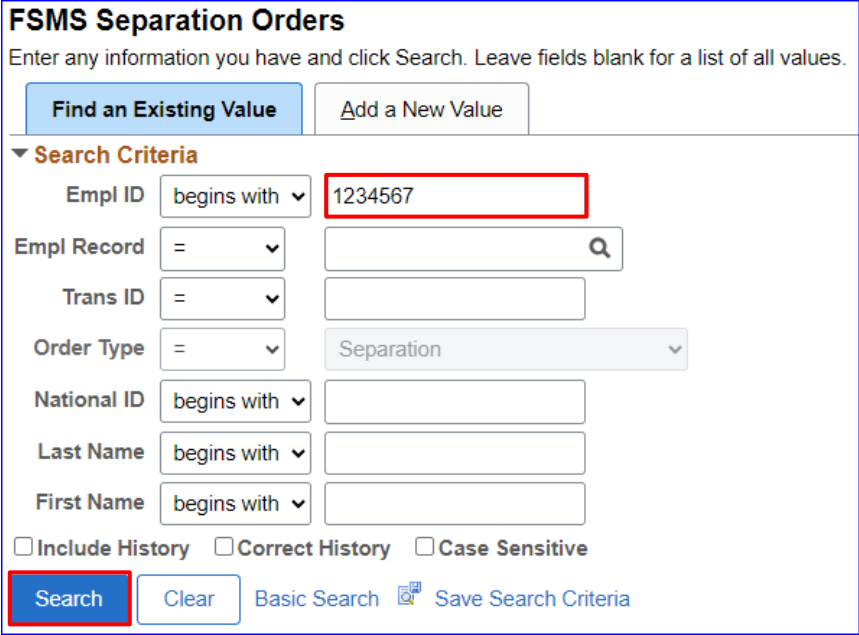
See below.

Step	Action
1	Click on the Separations tile. <div data-bbox="327 1191 786 1556" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">Separations</p>  </div>

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

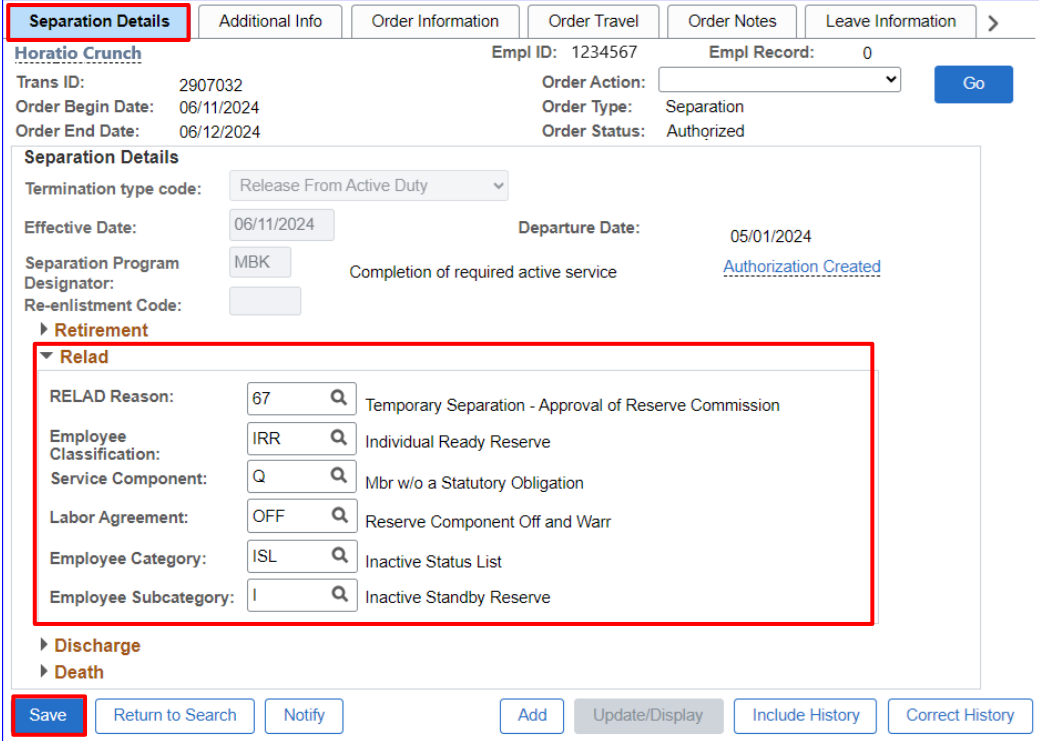
Procedures,
continued

Step	Action
2	<p>Select the FSMS Separations 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' (set to '='), 'Trans ID' (set to '='), 'Order Type' (set to 'Separation'), 'National ID' (set to 'begins with'), 'Last Name' (set to 'begins with'), and 'First Name' (set to 'begins with'). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. The 'Search' button is highlighted with a red box. Other buttons include 'Find an Existing Value', 'Add a New Value', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
4	<p>On the Separation Details tab, expand the RELAD section, and enter the following information:</p> <ul style="list-style-type: none"> • RELAD Reason – Using the lookup, enter 67 (Temporary Separation – Approval of Reserve Commission). • Employee Classification – Using the lookup, enter IRR (Individual Ready Reserve). • Reserve Classification – Using the lookup, enter Q (Mbr w/o a Statutory Obligation) • Labor Agreement – Using the lookup, enter OFF (Reserve Component Off and War). • Employee Category – This will default to IRR. Using the lookup, change to ISL (Inactive Status List). • TRAYPAY CAT – Using the lookup, select I (Inactive Standby Reserve). <p>Click Save.</p>  <p>The screenshot shows the 'Separation Details' form for employee Horatio Crunch (Empl ID: 1234567). The 'RELAD' section is expanded and highlighted with a red box. It contains the following fields and values:</p> <ul style="list-style-type: none"> RELAD Reason: 67 (Temporary Separation - Approval of Reserve Commission) Employee Classification: IRR (Individual Ready Reserve) Service Component: Q (Mbr w/o a Statutory Obligation) Labor Agreement: OFF (Reserve Component Off and Warr) Employee Category: ISL (Inactive Status List) Employee Subcategory: I (Inactive Standby Reserve) <p>Other visible fields include Termination type code (Release From Active Duty), Effective Date (06/11/2024), Departure Date (05/01/2024), and Separation Program Designator (MBK). The 'Save' button is highlighted with a red box.</p>

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

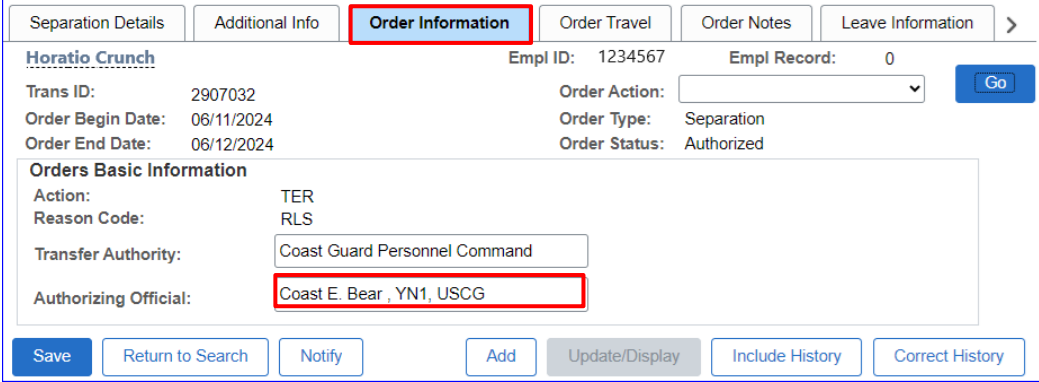

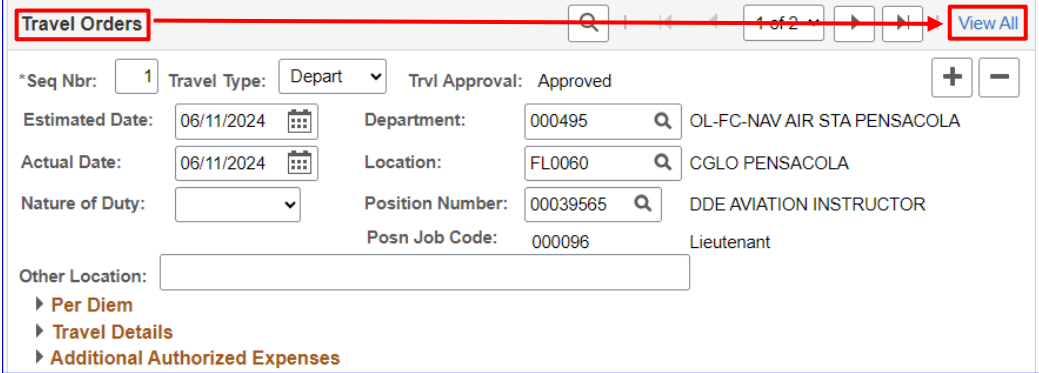
Procedures,
continued

Step	Action
5	<p>IMPORTANT: Expand the Discharge section and populate the Officer Termination Code. This must be entered here so it will populate the member's DD-214. Click Save.</p> <div data-bbox="327 539 1369 1043" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Discharge</p> <p>Officer</p> <p>Officer Termination Code: ▼ Acceptance of Resignation Dismissed</p> <p>Termination Reason:</p> <p>Enlisted</p> <p>Enlisted discharge code: ▼</p> <p>Enlisted Discharge Reason: ▼</p> <p>Enlisted discharge code: ▼</p> <p>▶ Death</p> <p>Save Return to Search Notify Add Update/Display Include History</p> </div>
6	<p>Select the Additional Information tab. All information populated here will have been entered by PSC and cannot be edited.</p> <div data-bbox="327 1137 1369 1458" style="border: 1px solid black; padding: 5px;"> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information ></p> <p>Horatio Crunch Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2907032 Order Action: ▼</p> <p>Order Begin Date: 06/11/2024 Order Type: Separation</p> <p>Order End Date: 06/12/2024 Order Status: Authorized</p> <p>Separation Details</p> <p>Element Name: Separation Pay Type: Job Code: Salary Grade:</p> <p>Save Return to Search Notify Add Update/Display Include History Correct History</p> </div>

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

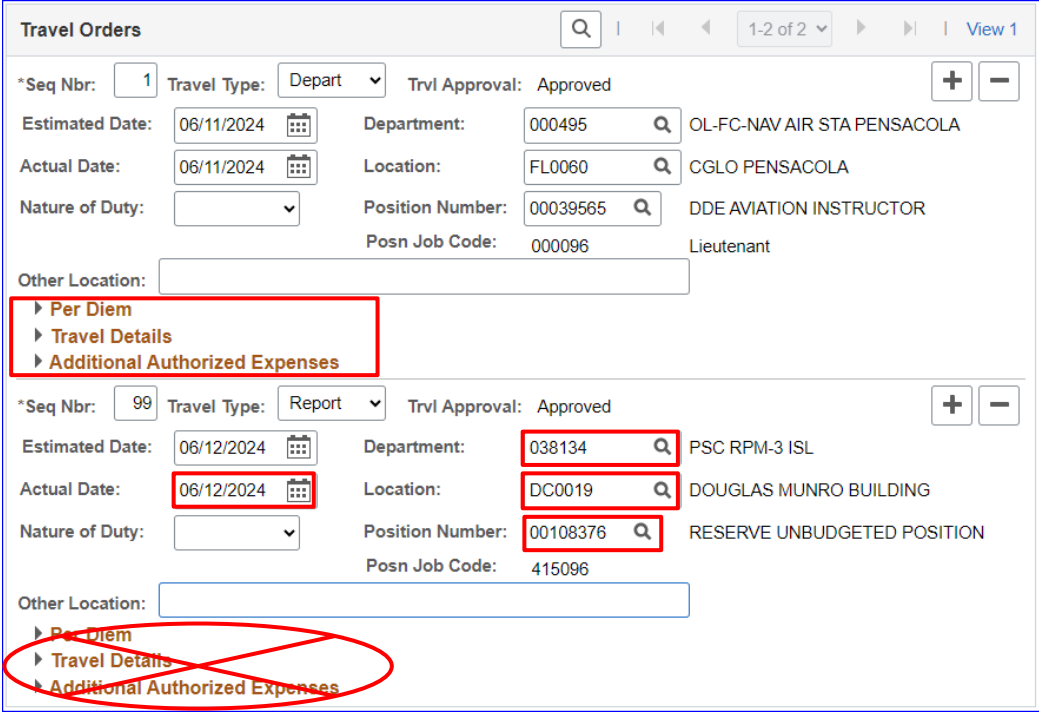
Procedures,
continued

Step	Action
7	<p>Select the Order Information tab. Enter the Authorizing Official for the RELAD Orders.</p> 
8	<p>Select the Order Travel tab.</p> 
9	<p>Expand the Travel Orders section by clicking View All.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
10	<p>Seq Nbr 1 (Depart row):</p> <ul style="list-style-type: none"> • There is no need to edit these fields. • Per Diem/Travel Details/ Additional Authorized Expenses – These fields may be expanded by clicking the arrow to add specific travel entitlements as appropriate. <p>Seq Nbr 99 (Report row)</p> <ul style="list-style-type: none"> • Actual Date – Enter the Actual Date (same as the Estimated Date) • Department – Enter 038134 (PSC RPM-3 ISL). • Location – Will auto populate (if not, enter DC0019) • Position Number – Enter 00108376. <p>The Other Location field and Per Diem, Travel Details and Additional Authorized Expenses sections are not used with RELADs.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

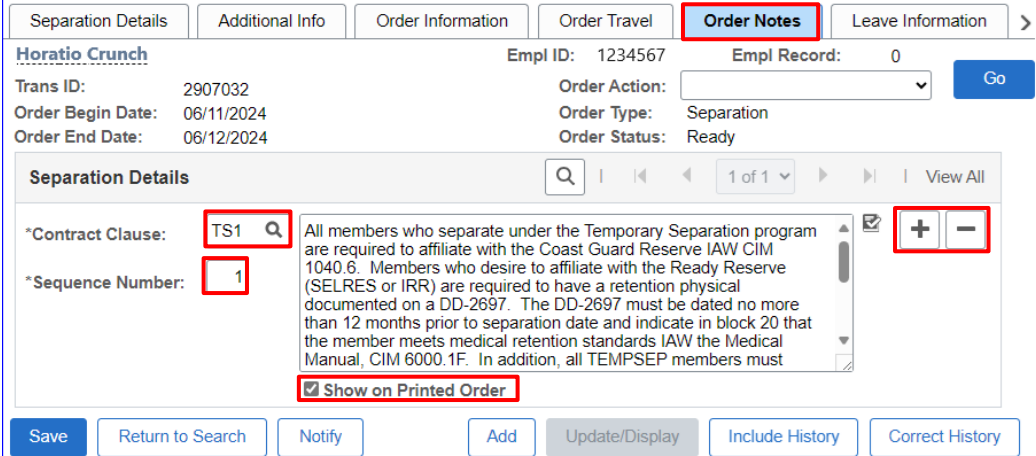
Procedures,
continued

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 extend beyond the RELAD date. Terminal Leave INCONUS/OUTCONUS MUST be the last entry for the Delay En route section. <p>Dependents Authorized for Travel:</p> <ul style="list-style-type: none"> Check the Auth for Travel box for any dependents that are authorized to travel (if any). If dependents do not auto-populate, use the Dep/Benef lookup to locate and add any authorized dependents. (NOTE: If the member has authorized dependents but they do not appear in the list, the member’s Dependent Information will need to be updated before the RELAD Orders can be finished.) <p>Click Save.</p> <div data-bbox="327 1010 1369 1352" style="border: 1px solid black; 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> </tr> </thead> <tbody> <tr> <td>1 01/29/2024</td> <td>02/01/2024</td> <td>Terminal Leave OUTCONUS</td> <td></td> </tr> </tbody> </table> <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> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/></td> <td>07</td> <td>Crunch, Berry A.</td> <td>Spouse</td> <td>Married</td> <td>12/14/2017</td> <td>N</td> <td>09/01/1986</td> </tr> </tbody> </table> <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> </div>	Begin Date	End Date	Delay En route	Days	1 01/29/2024	02/01/2024	Terminal Leave OUTCONUS		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1 <input type="checkbox"/>	07	Crunch, Berry A.	Spouse	Married	12/14/2017	N	09/01/1986												
Begin Date	End Date	Delay En route	Days																																		
1 01/29/2024	02/01/2024	Terminal Leave OUTCONUS																																			
Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth																														
1 <input type="checkbox"/>	07	Crunch, Berry A.	Spouse	Married	12/14/2017	N	09/01/1986																														
<p>12</p>	<p>Upon saving, the Itinerary will update with any Delay En route that was entered.</p> <div data-bbox="327 1464 1369 1697" style="border: 1px solid black; padding: 5px;"> <p>Itinerary</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>05/01/2024</td> <td></td> <td>Terminal Leave OUTCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>06/11/2024</td> <td></td> <td></td> <td>CGC FIR</td> <td>OPERATIONS OFFICER</td> <td>AFLOAT UNITS-CORDOVA AK</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/12/2024</td> <td></td> <td></td> <td>PSC RPM-3 IRR</td> <td>IRR-TIER 1</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> </tbody> </table> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				05/01/2024		Terminal Leave OUTCONUS				1	Depart	Approved	06/11/2024			CGC FIR	OPERATIONS OFFICER	AFLOAT UNITS-CORDOVA AK	99	Report	Approved	06/12/2024			PSC RPM-3 IRR	IRR-TIER 1	DOUGLAS MUNRO BUILDING
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																													
			05/01/2024		Terminal Leave OUTCONUS																																
1	Depart	Approved	06/11/2024			CGC FIR	OPERATIONS OFFICER	AFLOAT UNITS-CORDOVA AK																													
99	Report	Approved	06/12/2024			PSC RPM-3 IRR	IRR-TIER 1	DOUGLAS MUNRO BUILDING																													

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

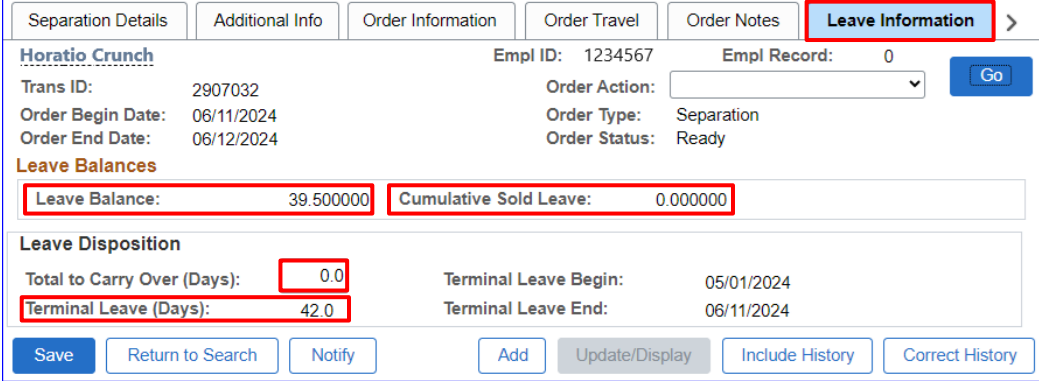

Procedures,
continued

Step	Action
13	<p>Select the Order Notes tab.</p> <ul style="list-style-type: none"> • Contract Clause – Using the lookup, select the appropriate order notes. • Sequence Number – Indicate the sequence in which the order notes are to appear on the RELAD Orders. • Show on Printed Order – Ensure this box is checked for each order note. <p>Use the (+) or (-) buttons to add or remove rows as appropriate.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

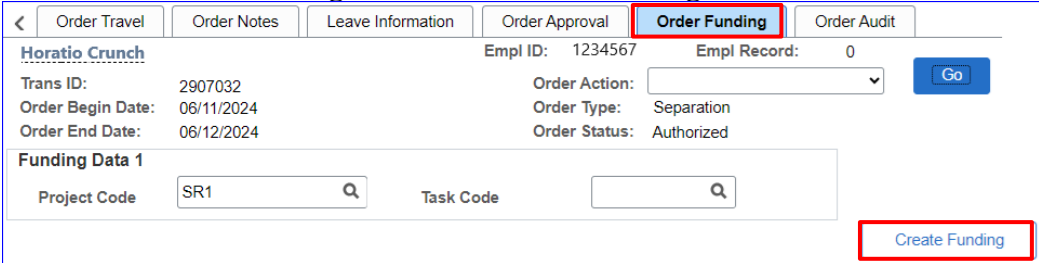
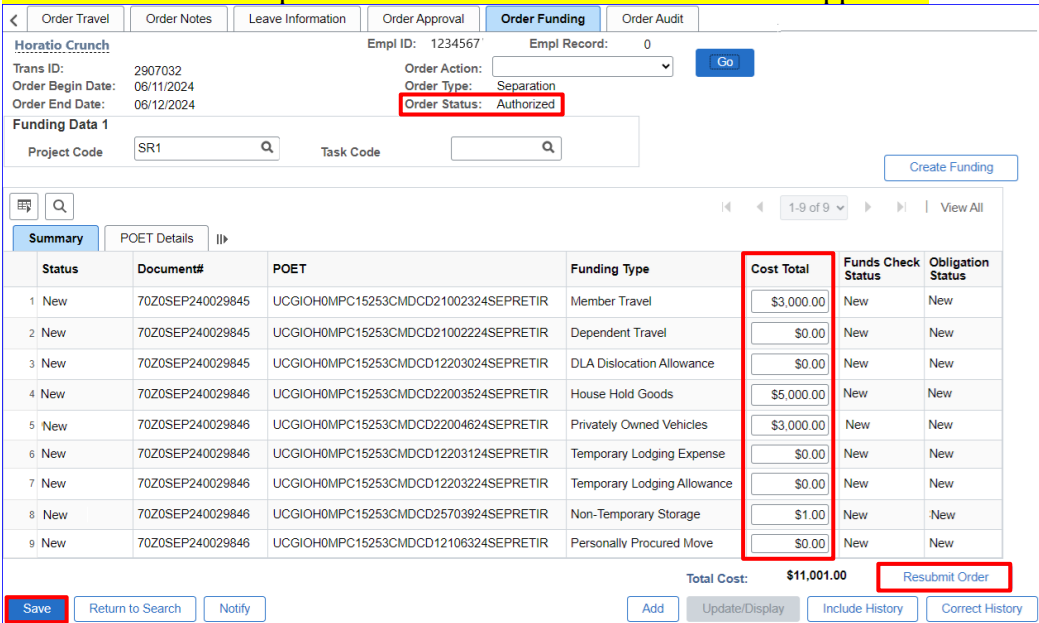
Procedures,
continued

Step	Action
<p>14</p>	<p>Select the Leave Information tab.</p> <ul style="list-style-type: none"> • Leave Balance – Leave balance as of current pay/absence calendar. Any remaining Leave Balance (subject to career maximum) will be sold and included in the member’s Final Pay. • Cumulative Sold Leave – Number of leave days sold in the member’s military career. • Total to Carry Over (Days) – Defaults to 0. Do NOT Change. • Terminal Leave (Days) – Reflects the terminal leave days specified on the Order Travel tab.  <p>This message will display if the Total to Carry Over (Days) was populated. Click OK to clear the message.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>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>OK</p> </div>
<p>15</p>	<p>Click the Continuation arrow to access additional tabs.</p> 

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

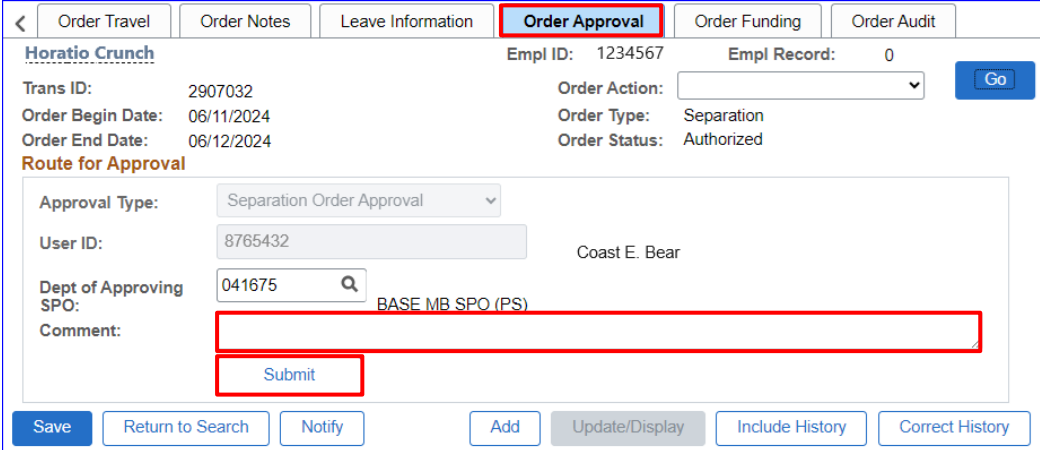
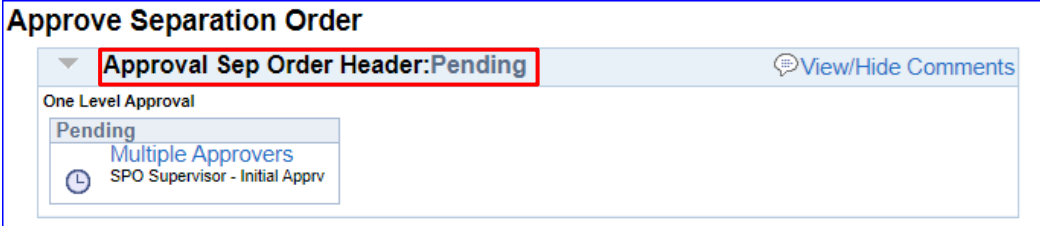
Procedures,
continued

Step	Action																																																																						
16	<p>Select the Order Funding tab. Click Create Funding.</p> 																																																																						
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 the Estimates: Household Goods section at the beginning of this guide and update accordingly, 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 16. The Separation Order MUST be completed and routed to the SPO Auditor for approval.</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>70Z0SEP240029845</td> <td>UCGIOH0MPC15253CMD21002324SEPRETIR</td> <td>Member Travel</td> <td>\$3,000.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0SEP240029845</td> <td>UCGIOH0MPC15253CMD21002224SEPRETIR</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0SEP240029845</td> <td>UCGIOH0MPC15253CMD212203024SEPRETIR</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD22003524SEPRETIR</td> <td>House Hold Goods</td> <td>\$5,000.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD22004624SEPRETIR</td> <td>Privately Owned Vehicles</td> <td>\$3,000.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD212203124SEPRETIR</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD212203224SEPRETIR</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD225703924SEPRETIR</td> <td>Non-Temporary Storage</td> <td>\$1.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 New</td> <td>70Z0SEP240029846</td> <td>UCGIOH0MPC15253CMD21106324SEPRETIR</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	70Z0SEP240029845	UCGIOH0MPC15253CMD21002324SEPRETIR	Member Travel	\$3,000.00	New	New	2 New	70Z0SEP240029845	UCGIOH0MPC15253CMD21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240029845	UCGIOH0MPC15253CMD212203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240029846	UCGIOH0MPC15253CMD22003524SEPRETIR	House Hold Goods	\$5,000.00	New	New	5 New	70Z0SEP240029846	UCGIOH0MPC15253CMD22004624SEPRETIR	Privately Owned Vehicles	\$3,000.00	New	New	6 New	70Z0SEP240029846	UCGIOH0MPC15253CMD212203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240029846	UCGIOH0MPC15253CMD212203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240029846	UCGIOH0MPC15253CMD225703924SEPRETIR	Non-Temporary Storage	\$1.00	New	New	9 New	70Z0SEP240029846	UCGIOH0MPC15253CMD21106324SEPRETIR	Personally Procured Move	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																																																																	
1 New	70Z0SEP240029845	UCGIOH0MPC15253CMD21002324SEPRETIR	Member Travel	\$3,000.00	New	New																																																																	
2 New	70Z0SEP240029845	UCGIOH0MPC15253CMD21002224SEPRETIR	Dependent Travel	\$0.00	New	New																																																																	
3 New	70Z0SEP240029845	UCGIOH0MPC15253CMD212203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New																																																																	
4 New	70Z0SEP240029846	UCGIOH0MPC15253CMD22003524SEPRETIR	House Hold Goods	\$5,000.00	New	New																																																																	
5 New	70Z0SEP240029846	UCGIOH0MPC15253CMD22004624SEPRETIR	Privately Owned Vehicles	\$3,000.00	New	New																																																																	
6 New	70Z0SEP240029846	UCGIOH0MPC15253CMD212203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New																																																																	
7 New	70Z0SEP240029846	UCGIOH0MPC15253CMD212203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New																																																																	
8 New	70Z0SEP240029846	UCGIOH0MPC15253CMD225703924SEPRETIR	Non-Temporary Storage	\$1.00	New	New																																																																	
9 New	70Z0SEP240029846	UCGIOH0MPC15253CMD21106324SEPRETIR	Personally Procured Move	\$0.00	New	New																																																																	

Continued on next page

RELAD – Temporary Separation to ISL (TEMPSEP), Continued

Procedures,
continued

Step	Action
<p>18</p>	<p>Select the Order Approval tab. Enter any Comments for the Approver and click Submit.</p> 
<p>19</p>	<p>The RELAD Order is now in a Pending status and has been forwarded to the SPO Tree for Approval.</p> 
<p>20</p>	<p>REMEMBER: Upon the Effective Date of the RELAD, it is important to complete a Reserve Status Change (see Reserve Status Change user guide).</p>
<p>21</p>	<p>To view and print the Separation Order: Upon Approval of the Separation Order, in the Separation Details, click Authorization Created.</p> 