**14 November 2022**
# Separations Overview

# Overview

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| **Introduction** | This publication provides an overview of the separation process as well as guiding principles behind a separation of a Coast Guard member. |

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| **Orders Integration Process** | Once the Separation Orders are 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. |

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| **References** | • Military Separations, COMDTINST M1000. (series)<br>• Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)<br>• Reserve Policy Manual, COMDTINST M1001.28 (series)<br>• CG Separation Program Designator Handbook & ALCOAST/125/10<br>• The Joint Travel Regulations (JTR) |

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| **Guides** | • Retirement Orders<br>• Discharge - End of Enlistment<br>• Discharge with Separation Request<br>• RELAD - AD to SELRES or IRR<br>• RELAD with Sep Request (AD Officers & Members on EAD)<br>• Death of a Member |

**Contents**

# Overview

**Introduction**    This section provides the different steps required for each type of separation and the users responsible for each step.

**Diagram**    <u>All</u> Separations will have a Separation Order that must be completed and approved before the transaction updates other records, such as JOB, Leave, Payroll, and the DD214.

| Separation Type | Sep Request | Sep Order | Sep Details | Approval | Sep Order Action/Reason | JOB Action/ Reason |
|---|---|---|---|---|---|---|
| **Retirements** | | | | | | |
| AD/RSV Retirement - Officer, Warrant, Enlisted | Y - PSC | SPO completes | Term Type: Retirement Ret Auth: | SPO SUP | RWP/RWP | RWP/RWP |
| Disability (PDRL, TDRL) | Y - PSC | SPO completes | Term Type: Retirement Ret Auth: (disability) | SPO SUP | RWP/RWP | RWP/RWP |
| TERA | Y - PSC | SPO completes | Term Type: Retirement Ret Auth: TERA | SPO SUP | RWP/RWP | RWP/RWP |
| RSV RET-2 Age 60, to RET-1 | No | SPO/PPC initiates | Term Type: Retirement Ret Auth: (age) RELAD Reason: 65? Empl Class: RT-1 | Different UserID | RWP/RWP | RWP/RWP |
| **Discharges** | | | | | | |
| Officer Resign/Revoke Comm | Y - PSC | SPO completes | Term Type: Discharge complete Discharge section/Officer | SPO SUP | TER/DSC | TER/DSC |
| Officer 2 X Passed Over | Y - PSC | SPO completes | Term Type: Discharge complete Discharge section/Officer | SPO SUP | TER/DSC | TER/DSC |
| ENL Discharge - Mandatory or Sep Pay authorized | Y - PSC | SPO completes | Term Type: Discharge complete Discharge section/Enlisted | SPO SUP | TER/DSC | TER/DSC |
| Routine End of Enlistment | No | SPO initiates | Term Type: Discharge complete Discharge section/Enlisted | SPO SUP | TER/DSC | TER/DSC |
| **RELADS** | | | | | | |
| Regular mbr met AD oblig, RELAD to Reserves-SELRES/IRR | No | SPO initiates | Term Type: Release Reg Rgion: RSV Empl Class: IRR/SELRES | SPO SUP | TER/RLS | XFR/RLD |
| RSV Officer ends EAD | Y - PSC/OPM | SPO completes | Term Type: Release Reg Rgion: RSV Empl Class: IRR/SELRES | SPO SUP | TER/RLS | XFR/RLD |
| Rsv ENL End of Long-term AD, return to IRR | No | SPO initiates | Term Type: Release Reg Rgion: RSV Empl Class: IRR/SELRES | SPO SUP | TER/RLS | XFR/RLD |
| RSV on AD, 20 yrs svc, move to RET-2 | No | SPO/PPC initiates | Term Type: Release Reg Rgion: RSV Empl Class: RET-2 | SPO SUP | TER/RLS | XFR/RLD |
| RELAD/Retirement: Recalled RET-1, return to RET-1 | No | SPO initiates | Term Type: **Retire/Resume Ret** Reg Region: RSV Empl Class: RET-1 | SPO SUP | RWP/RWP | RWP/RWP on Empl Rcd 0 |
| Recalled RET-2 RELAD, return to RET-2 | No | SPO initiates | Term Type: Release Reg Rgion: RSV Empl Class: RET-2 | SPO SUP | TER/RLS | XFR/RLD |
| **Death** | No | SPO initiates | Term Type: Death Line of Duty, Heroism | SPO SUP | | TER/DEA |

# Retirement Principles

**Introduction**     This section provides the guiding principles for a Retirement.

**Information**      Retirement transactions usually require a Separation Request initiated by PSC. The exception is a Reservist retiring at age 60, which may be initiated with just a Separation Order. Approved Retirement requests will be posted to the Airport Terminal under the member's department ID.

The status of a Retirement request/authorization can be viewed in Direct Access (DA) using the Separations Summary Report from the Separations pagelet. The Separation Authorization can now be printed directly from the Separation Details tab of the Separation Orders.

Contact PSC (epm/opm) if the member's Retirement request/authorization cannot be located in DA. The Retirement separation orders should not be input in DA until PSC has entered and approved the authorization.

Requests to change the Retirement date must be sent to PSC for approval and data entry.

Ensure member has sufficient **obligated service** to meet Retirement date. The member will need to extend or reenlist if the expiration of current enlistment is before the effective date of separation (day before Retirement date).

DA no longer automatically adds Document Numbers and POETs to Separation and Retirement orders. Document Numbers and POETs are now added by DCMS-831 (PCS Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurring costs. Refer to the latest Sep/Ret Process Change message.

Pay entitlements for a member who is being retired will automatically be stopped on the last day of Active Duty. SPOs do not need to manually stop pay entitlements for a member who is separating.

**Corrections &      See the Amending and Cancelling Separation Orders User Guides.
Deletions**          Amending a Separation Order
                     Cancelling a Separation Order

# The Retirement Process

**Introduction**     This section provides an overview of how the Retirement process works.

**Process**     This table lists the events that take place in connection with a member's voluntary or involuntary Retirement.  This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the Retirement transaction to be input.

| Stage | When | Then |
|---|---|---|
| 1 | The member's voluntary Retirement request is approved, involuntary Retirement is directed, or physical disability Retirement is directed | PSC (epm/opm) enters the Request in DA, which will create:<br>1. Separation Authorization.<br>2. Separation Orders<br><br>**Note**: The transaction is 'built' by the system but additional data entry and approval is required before it is complete. |
| 2 | Member receives the Retirement Order from their unit (via the Airport Terminal) | The member submits Career Intentions Worksheet (CIW) (CG-2045) and submits Retirement Package to PPC-RAS.<br><br>**Note:** Download the Retirement Package from PPC Retirement Branch |
| 3 | Member's Command receives the CIW | The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO). |
| 4 | SPO-Data Entry Technician (CGHRS) receives the CIW | The SPO tech completes the Retirement orders, entering delay en route (terminal leave), dependent data, mode of travel, etc. |
| 5 | SPO tech completes the orders | The SPO tech routes the orders for approval. They also complete the DD-214 and print it for review by the SPO Supervisor. |
| 6 | SPO tech submits the orders | The SPO Supervisor (CGHRSUP) goes into "View My Requests" and audits and approves the separation orders<br><br>**Note**: Orders should be approved no later than the date the member departs unit.<br><br>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC. |
| 7 | The SPO Supervisor approves the Separation Orders | The system shuts down the member's pay account in Global Pay. |

# Discharge Principles

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| **Introduction** | Routine, End of Enlistment discharges are initiated by the SPO, from the Separations Order component. Other Discharge types needing pay or other authorizations require a Separation Request to be initiated by PSC or Command. After the SPO completes all Separation Order pages, they submit the Discharge for approval by a SPO Supervisor.<br>This section provides the guiding principles for Discharging a member from the United States Coast Guard.<br><br>*\* For instructions on a Discharge to Immediate Enlistment please use the Accessions User Guide.* |

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| **Discharges with Separation Requests** | Coast Guard Personnel Service Center (PSC) must authorize Discharges for Active Duty officers, officers on Extended Active Duty (EAD) and enlisted members within their mandatory service obligation. Approved discharges will be posted to the Airport Terminal under the member's department ID.<br><br>The status of a Discharge request/authorization can be viewed in DA using the Separation Summary Report from the Separations pagelet. The Separation Authorization can now be printed directly from the Separation Details tab of the Separation Orders.<br><br>For all PSC (epm/opm) approved separations, the Separation Orders will be automatically generated and contain pre-filled values for **Separation Type**, **Termination Date** and **SPD Code**. If **Separation Pay** was authorized by PSC (epm/opm), the appropriate fields will be pre-filled on the Additional Info tab. If the Termination Date needs to be changed, contact PPC (SEP). If any of the other fields listed above need to be changed, contact PSC (epm/opm). SPOs cannot edit the separation authorization data.<br><br>The SPO submitting the discharge from the Reserve or Active Duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the SPO record. For officers who are being discharged from the Active Duty component of the Coast Guard to be immediately accessed into the Reserve component of the Coast Guard as an officer or vice versa, the servicing SPO losing the member MUST submit this transaction. |

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# Discharge Principles, Continued

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| **Discharges for End of Enlistment** | Normal Expiration of Enlistment type separations do not require prior authorization from PSC, and will not appear on the airport terminal. For all Normal Expiration of Enlistment type separations, the SPO will start the Separation Orders. |
| | DA no longer automatically adds Document Numbers and POETs to Separation and Retirement orders. Document Numbers and POETs are now added by DCMS-831 (PCS Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurring costs. Refer to the latest Sep/Ret Process Change message. |
| **Entitlements** | Pay entitlements for a member who is being discharged will automatically be stopped on the effective date of separation. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will be performing long-term Active Duty in the Reserve component immediately following the discharge. |
| **Corrections and Deletions** | See the Amending and Cancelling Separation Orders User Guides. <br> Amending a Separation Order <br> Cancelling a Separation Order |

# The Discharge Process

| Introduction | This section provides an overview of how the Discharge process works. |
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| Process | This table lists the events that take place in connection with a Discharge. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be completed. |
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| Stage | When | Then |
|---|---|---|
| 1 | PSC (epm/opm) is notified of **Immediate and Priority Separations** | Then PSC enters the Request in DA, which will create: 1. Separation Authorization 2. Separation Orders<br><br>**Note**: The transaction is 'built' by the system but additional data entry and approval is required before it is complete. |
| 2 | Member receives the Separation Authorization from their unit (via the Airport Terminal) | The member submits a Career Intentions Worksheet (CIW) (CG-2045). |
| 3 | Member's Command receives the CIW | The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO). |
| 4 | SPO-Data Entry Technician (CGHRS) receives the CIW | The SPO tech completes the separation orders, entering delay en route (terminal leave), dependent data, mode of travel, etc. |
| 5 | SPO tech completes the orders | The SPO tech routes the orders for approval. They also complete the DD-214 and print it for review by the SPO Supervisor. |
| 6 | SPO tech submits the order | The SPO Supervisor (CGHRSUP) goes into "View My Requests" and audits and approves the separation orders<br>**Note**: Orders should be approved no later than the date the member departs unit.<br>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC. |
| 7 | The SPO Supervisor approves the Separation Orders | The system shuts down the member's pay account in Global Pay. |

  *Note: [ALCOAST/125/10](#) (Portal link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.

# Release from Active Duty (RELAD) Principles

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| **Introduction** | Most RELADs will be initiated as Separation Orders, by the SPO.  The exception is a Reserve Officer released from Extended Active Duty.  PSC-OPM1 will initiate a Separation Request for that action. |
| **Information** | Expiration of Enlistment type separations do not require prior authorization from PSC, and will not appear on the airport terminal.  For all Expiration of Enlistment type separations, the SPO will start the Separation Orders. |
| | DA no longer automatically adds Document Numbers and POETs to Separation and Retirement orders. Document Numbers and POETs are now added by DCMS-831 (PCS Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurring costs. Refer to the latest Sep/Ret Process Change message. |
| | Pay entitlements for a member who is being released from Active Duty (RELAD) will automatically be stopped on the effective date of separation.     SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will be performing long-term Active Duty immediately following RELAD or discharge (e. g. A Reserve member who is RELAD from an EAD order and begins duty on another type of long-term orders the next day). |
| **Separation Pay** | Separation pay authorizations are entered in the separation request component by PSC (epm/(opm) and carried over into the separation orders. Any corrections to the separation pay authorization must be completed by PSC (epm/opm). SPOs cannot edit the separation pay authorization data. |
| **Separations for Active Duty & EAD officers** | Only PSC (opm) is authorized to approve separations for Active Duty officers and Reserve officers on Extended Active Duty (EAD) contracts. If the separation is not present in the system, the SPO should email ARL-PF-PSC-opm-1-Separations to let them know. |

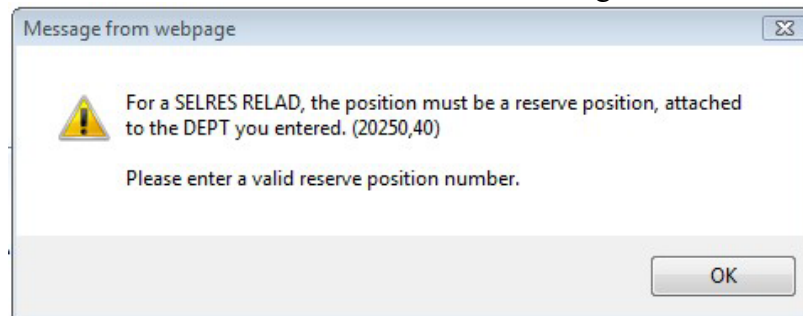# Release from Active Duty (RELAD) Principles, Continued

**Reservists**      RELAD transactions are only required for Reservists completing (or being released from) long-term Active Duty.  Long-term Active Duty is Active Duty for more than 139 days ADT or more than 180 days ADOT. Involuntary recalls under Title 10 U.S.C are also treated as long-term Active Duty, regardless of the duration of the recall.  Recalls under Title 14 U.S.C. are treated as short-term Active Duty.  Therefore, no RELAD transaction is required for demobilization from a recall under Title 14 U.S.C.

**Reserve**         A Separate Reserve Member Status Change is no longer required for
**Member Status**   RELADs, even if the member has never been a Reservist. It is all covered in the RELAD Separation Orders.

**RELAD into**      When releasing a member from Active Duty to affiliate with the selected
**the SELRES**      Reserve (drilling) you must enter a SELRES position number on the RELAD travel order. Position numbers are provided by the In Service Transition Team at the Coast Guard Recruiting Command.



The position must be at the department (unit) the member will be drilling at and cannot be an "Unbudgeted" position.
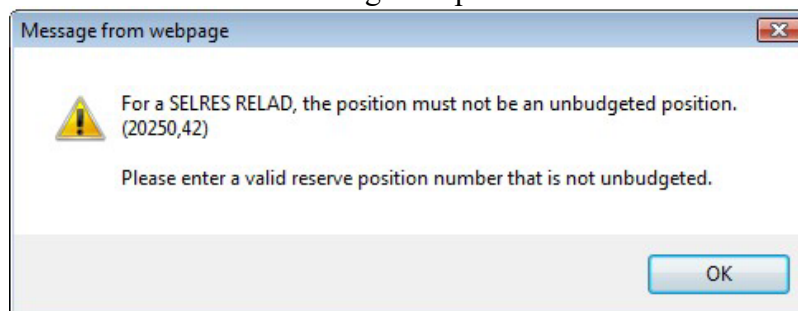
# Release from Active Duty (RELAD) Principles, Continued

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**RELAD into the IRR**

The department ID #002817 and position number #00062025 will default on the Report row of the Order Travel tab.

Mail records for IRR members to:

COMMANDER (PSC-RPM-3)
PERSONNEL SERVICE CENTER
US COAST GUARD STOP 7200
4200 WILSON BLVD STE 1100
ARLINGTON VA 20598-7200

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**SGLI Effect**

SGLI/FSGLI/TSGLI terminates effective the first day of the month following separation for all separation orders. If the member being RELAD wishes to continue SGLI/FSGLI/TSGLI coverage, the receiving SPO will need to restart SGLI/FSGLI upon reporting. For Reserve members being RELAD off of long term orders, the SPO may delete the termination row prior to the SPO data entry cutoff date.

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**Corrections & Deletions**

See the Amending and Cancelling Separation Orders User Guides.
Amending a Separation Order
Cancelling a Separation Order

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# The RELAD Process

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| **Introduction** | This section provides an overview of how the RELAD process works. | |

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| **Process** | This table lists the events that take place in connection with a RELAD. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation orders to be input. | |

| Stage | When | Then |
|---|---|---|
| 1 | The Separation is authorized | The member submits Career Intention Worksheet (CIW) – (CG-2045) |
| 2 | Member's Command receives CIW | The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO). |
| 3 | SPO-Data Entry Technician (CGHRS User) receives the Sep Authorization (Officers) or the CIW (Enlisted) | The SPO tech completes the RELAD orders. |
| 4 | SPO Tech completes the orders | The SPO tech routes the orders for approval. They also complete the DD-214 (if applicable) and print it for review by the SPO Supervisor. |
| 5 | SPO Tech submits the order | The SPO Supervisor (CGHRSUP) goes into "View My Requests" and audits and approves RELAD orders.<br><br>**Note**: Orders should be approved no later than the date the member departs unit.<br><br>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC. |
| 6 | The SPO Supervisor approves the Separation Orders | The system shuts down the member's Active Duty pay and puts them into either a SELRES or IRR status. |

# Deaths

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| **Introduction** | This transaction is used to stop pay and allowances following the death of a member. A Death transaction will be initiated only as a Separation Order, by the SPO. |
| **Timing** | Submit this transaction upon receipt of a personnel casualty report message indicating the death of a member of the U. S. Coast Guard, U. S. Coast Guard Reserve or NOAA Commissioned Officer Corps. Do not submit this transaction to report the death of a retiree, unless the retiree was serving on a recall to active duty at the time of death. PPC (RAS) must be notified in the event of the death of a retiree. |
| **Corrections and Deletions** | The **Date of Death** and **Line of Duty** fields can be corrected or updated. This transaction cannot be deleted, it can only be cancelled. |