

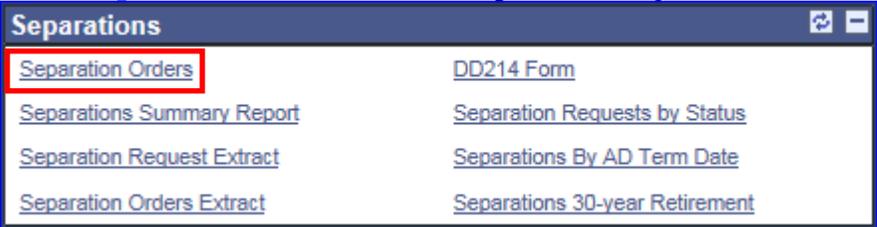
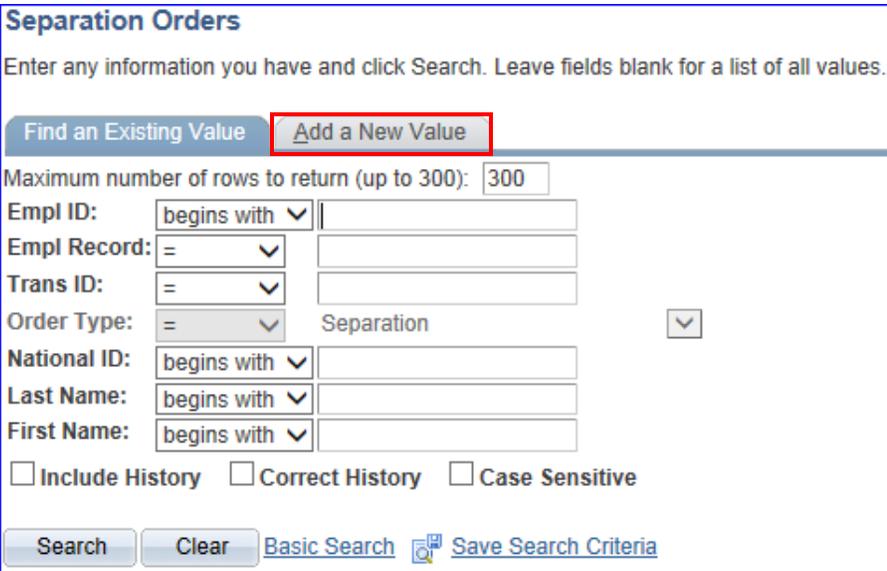
Resuming Retirement for a Recall Retired (Ret-1) Member

Introduction This guide provides the procedures for Resuming Retirement for Retired Reserve (Ret-1) Members that have been recalled to Active Duty. This transaction does not require a Separation Request.

Before you begin Before you begin, look up the **Retirement Authority** from the member's original retirement to enter in step 5 of this guide.

Important Once the Separation Orders are approved, the SPO must communicate with PPC-RAS to coordinate when the member's Retired Pay will be un-suspended.

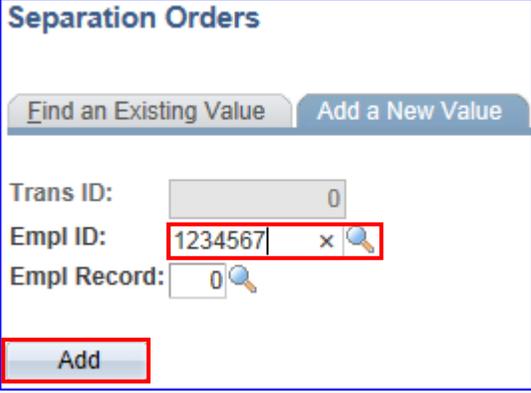
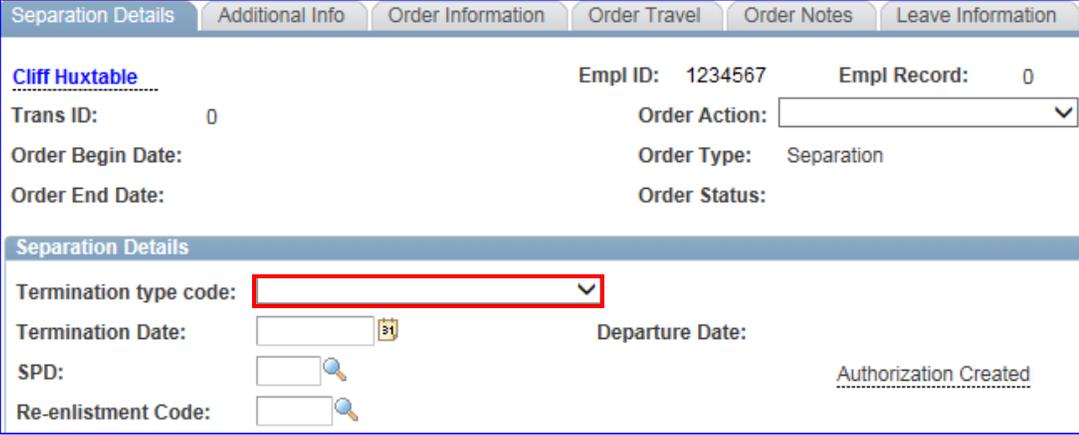
Procedures Follow these steps to complete a Resume Retirement separation transaction.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled 'Separations' with a list of links. 'Separation Orders' is highlighted with a red rectangular box. Other links include 'DD214 Form', 'Separations Summary Report', 'Separation Requests by Status', 'Separation Request Extract', 'Separations By AD Term Date', 'Separation Orders Extract', and 'Separations 30-year Retirement'.</p>
2	<p>Click on the Add a New Value tab.</p>  <p>The screenshot shows the 'Separation Orders' search interface. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs, there is a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are several search criteria fields: 'Empl ID:' (begins with), 'Empl Record:' (=), 'Trans ID:' (=), 'Order Type:' (=) with a dropdown menu showing 'Separation', 'National ID:' (begins with), 'Last Name:' (begins with), and 'First Name:' (begins with). At the bottom, there are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', along with 'Search' and 'Clear' buttons, and a link for 'Basic Search' and 'Save Search Criteria'.</p>

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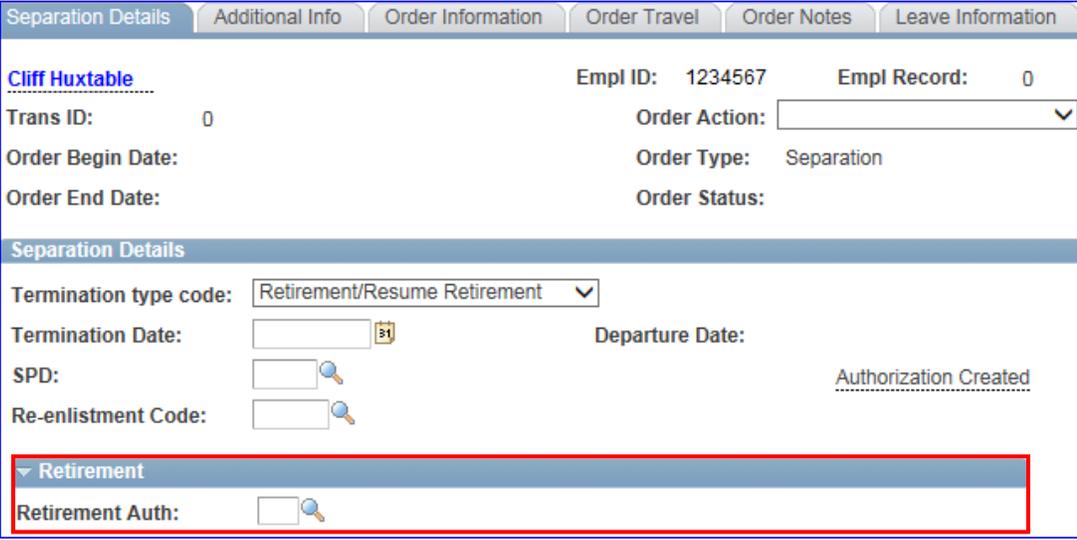
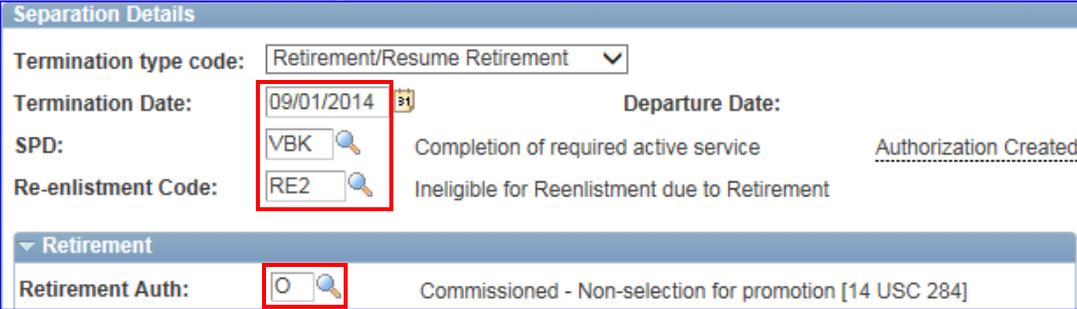
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> 
4	<p>On the Separation Details tab, select the Termination type code drop-down and choose Retirement/Resume Retirement.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

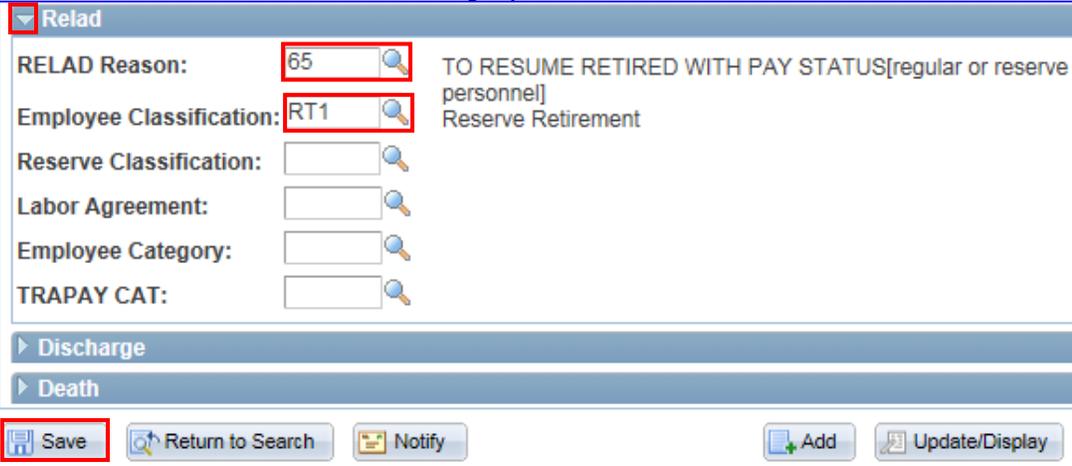
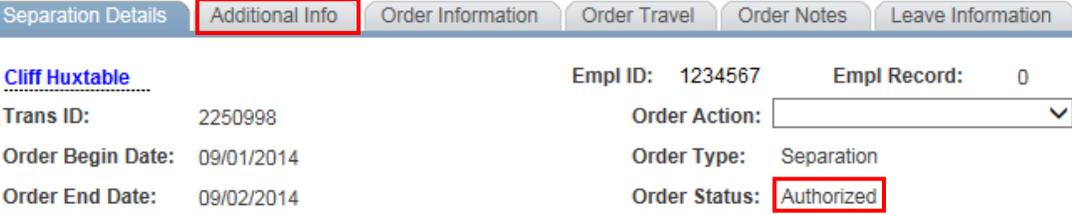
Procedures,
continued

Step	Action
5	<p>Once you select Retirement/Resume Retirement, the screen automatically opens the Retirement section of the orders.</p> 
6	<p>Fill out the Separation Details based on that specific member. The Termination Date should be the member's first day to resume retirement. Enter the appropriate SPD code and Re-enlistment Code. Enter the same Retirement Authority that was listed on the member's original Retirement orders.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

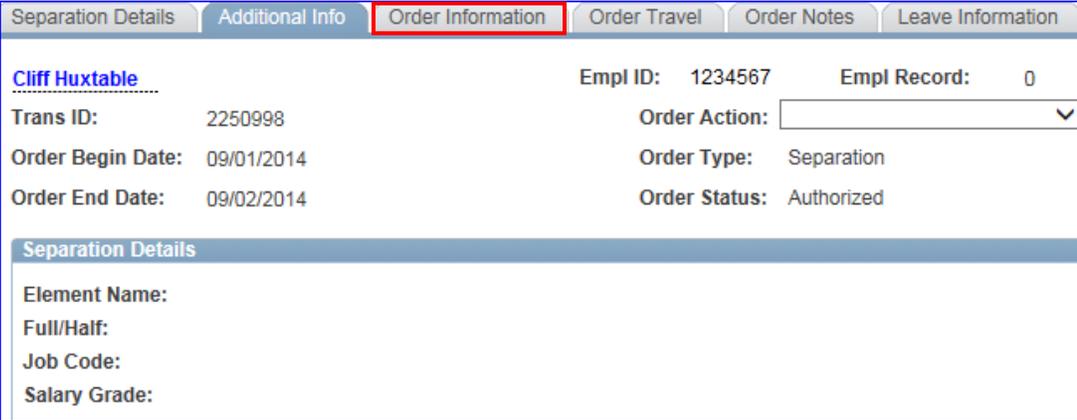
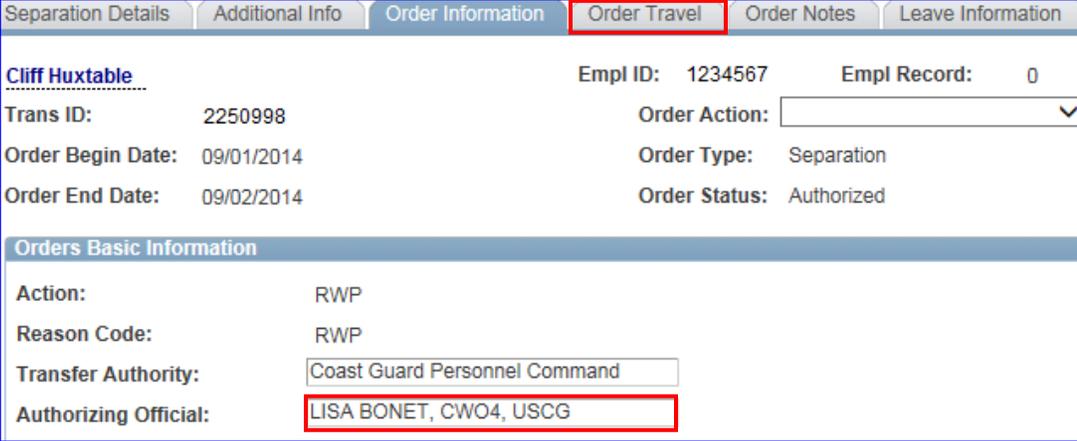
Procedures,
continued

Step	Action
7	<p>For this transaction, click the arrow to open the Relad section. Select 65 for the RELAD Reason and RT1 for the Employee Classification. Then click Save.</p> 
8	<p>Saving will generate a Trans ID and will change the Order Status to Authorized. Now click on the Additional Info tab.</p> 

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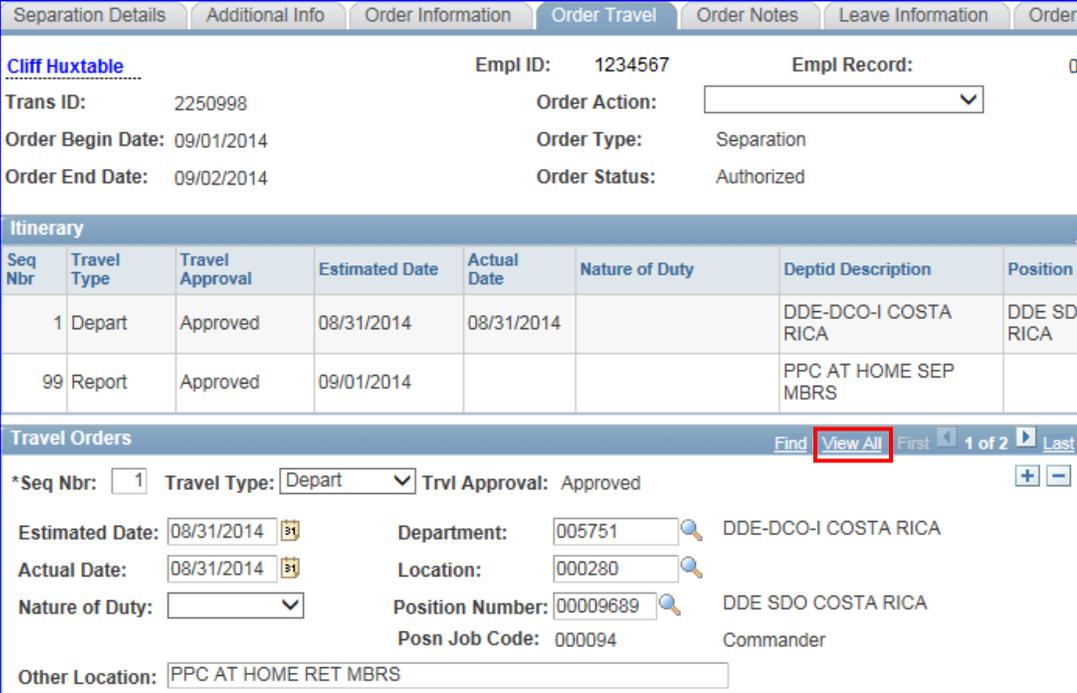
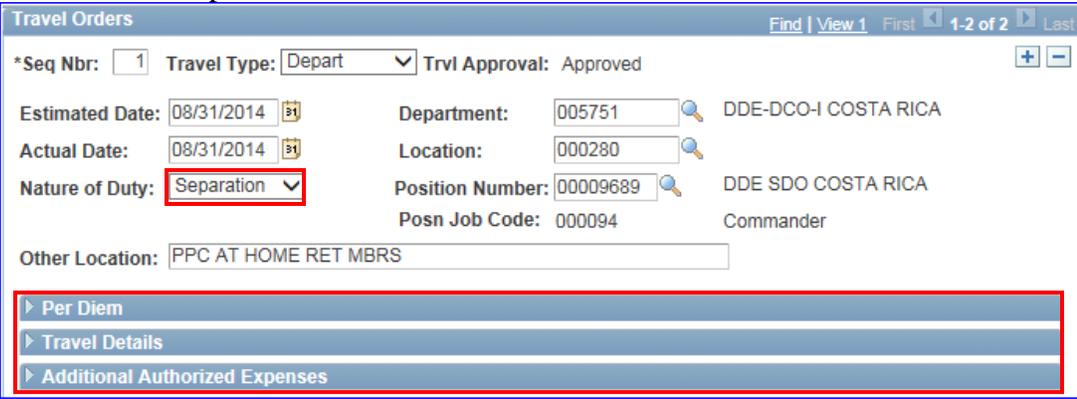
Procedures,
continued

Step	Action
<p>9</p>	<p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for Resume Retirements. Click on the Order Information tab.</p> 
<p>10</p>	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

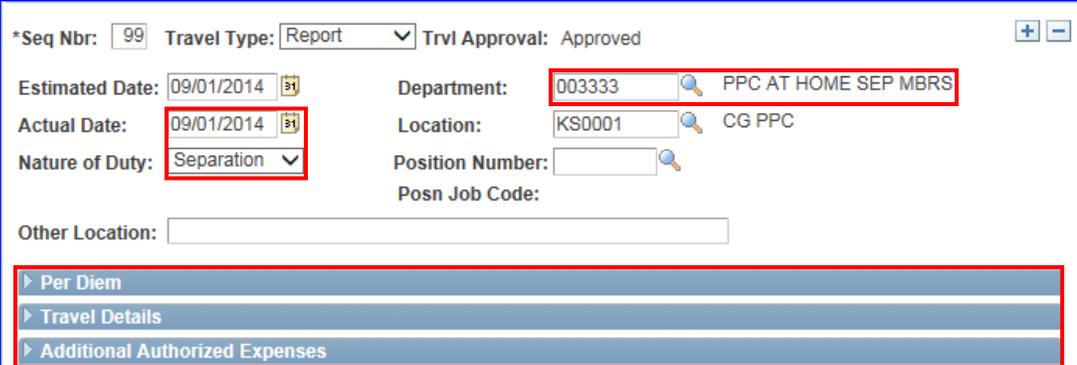
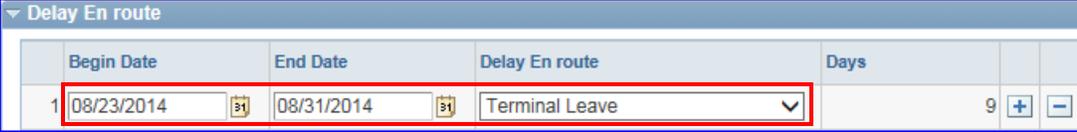
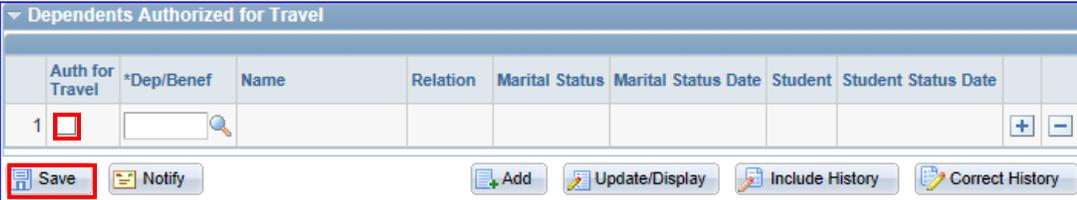
Procedures,
continued

Step	Action
<p>11</p>	<p>Click on View All to see both the Depart and Report rows.</p> 
<p>12</p>	<p>On the Depart row, change the Nature of Duty to Separation. Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

Procedures,
continued

Step	Action
13	<p>On the Report row, enter the Actual Date (same as estimated) and change the Nature of Duty to Separation. Verify the Department the member will report to upon Separation is 003333 – PPC AT HOME SEP MBRS. The Position Number and Posn Job Code should be blank. The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that won't be used for this transaction.</p> 
14	<p>In the Delay En route section, enter any time (such as Terminal Leave) that the member will be taking prior to their Termination Date. The End Date cannot go beyond their last day of Active Duty.</p> 
15	<p>Select the appropriate Dependents Authorized to Travel (if any) and then click Save.</p> 

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

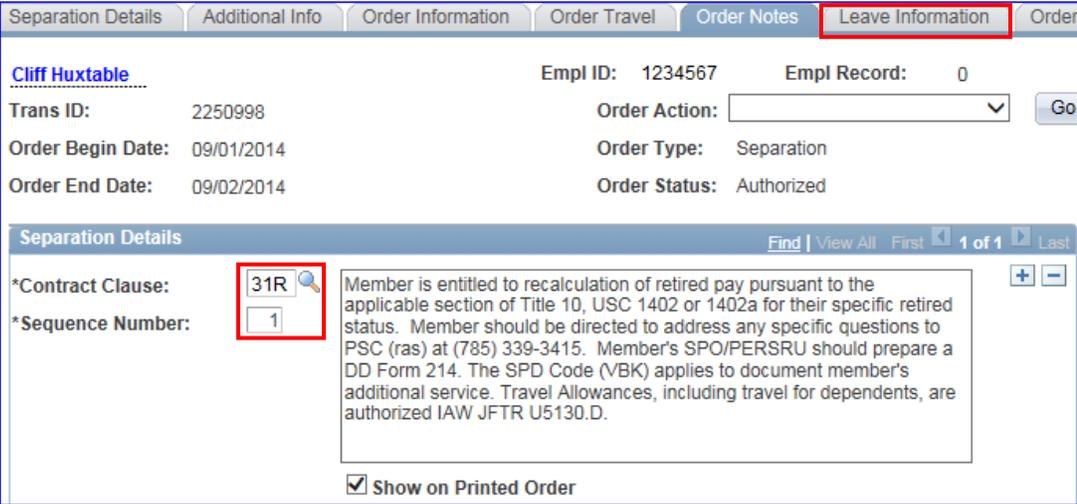
Procedures,
continued

Step	Action																																																																	
16	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Separation Details</th> <th style="text-align: left;">Additional Info</th> <th style="text-align: left;">Order Information</th> <th style="text-align: left;">Order Travel</th> <th style="text-align: left;">Order Notes</th> <th style="text-align: left;">Leave Information</th> </tr> </thead> <tbody> <tr> <td colspan="2">Cliff Huxtable</td> <td>Empl ID: 1234567</td> <td colspan="3">Empl Record:</td> </tr> <tr> <td>Trans ID: 2250998</td> <td></td> <td>Order Action:</td> <td colspan="3"><input type="text" value=""/></td> </tr> <tr> <td>Order Begin Date: 09/01/2014</td> <td></td> <td>Order Type:</td> <td colspan="3">Separation</td> </tr> <tr> <td>Order End Date: 09/02/2014</td> <td></td> <td>Order Status:</td> <td colspan="3">Authorized</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #e0e0e0;">Itinerary</th> </tr> <tr> <th style="text-align: center;">Seq Nbr</th> <th style="text-align: center;">Travel Type</th> <th style="text-align: center;">Travel Approval</th> <th style="text-align: center;">Estimated Date</th> <th style="text-align: center;">Actual Date</th> <th style="text-align: center;">Nature of Duty</th> <th style="text-align: center;">Deptid Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="border: 2px solid red;">08/23/2014</td> <td></td> <td style="border: 2px solid red;">Terminal Leave</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td>Depart</td> <td>Approved</td> <td>08/31/2014</td> <td>08/31/2014</td> <td>Separation</td> <td>DDE-DCO-I COSTA RICA</td> </tr> <tr> <td style="text-align: center;">99</td> <td>Report</td> <td>Approved</td> <td>09/01/2014</td> <td style="border: 2px solid red;">09/01/2014</td> <td>Separation</td> <td>PPC AT HOME SEP MBRS</td> </tr> </tbody> </table> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	Cliff Huxtable		Empl ID: 1234567	Empl Record:			Trans ID: 2250998		Order Action:	<input type="text" value=""/>			Order Begin Date: 09/01/2014		Order Type:	Separation			Order End Date: 09/02/2014		Order Status:	Authorized			Itinerary							Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				08/23/2014		Terminal Leave		1	Depart	Approved	08/31/2014	08/31/2014	Separation	DDE-DCO-I COSTA RICA	99	Report	Approved	09/01/2014	09/01/2014	Separation	PPC AT HOME SEP MBRS
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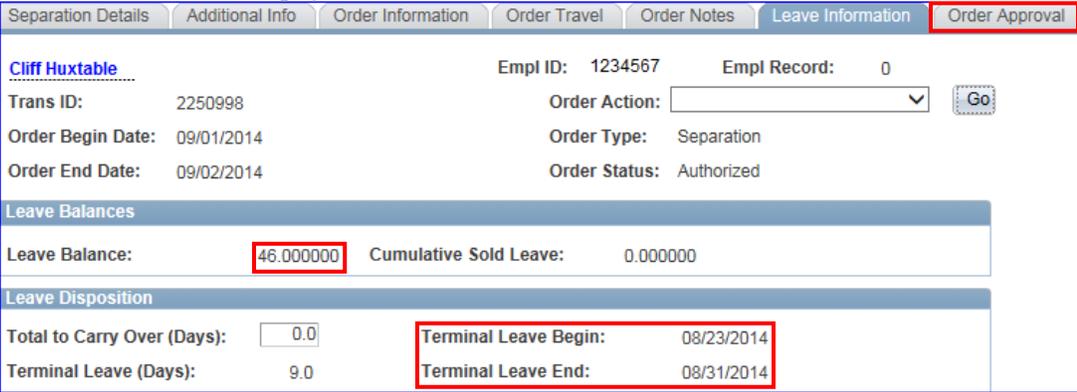
Procedures,
continued

Step	Action
17	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the Leave Information tab.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order</p> <p>Cliff Huxtable Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250998 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 09/01/2014 Order Type: Separation</p> <p>Order End Date: 09/02/2014 Order Status: Authorized</p> <p>Separation Details Find View All First 1 of 1 Last</p> <p>*Contract Clause: <input type="text" value="31R"/> Member is entitled to recalculation of retired pay pursuant to the applicable section of Title 10, USC 1402 or 1402a for their specific retired status. Member should be directed to address any specific questions to PSC (ras) at (785) 339-3415. Member's SPO/PERSRU should prepare a DD Form 214. The SPD Code (VBK) applies to document member's additional service. Travel Allowances, including travel for dependents, are authorized IAW JFTR U5130.D.</p> <p>*Sequence Number: <input type="text" value="1"/></p> <p><input checked="" type="checkbox"/> Show on Printed Order</p>

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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

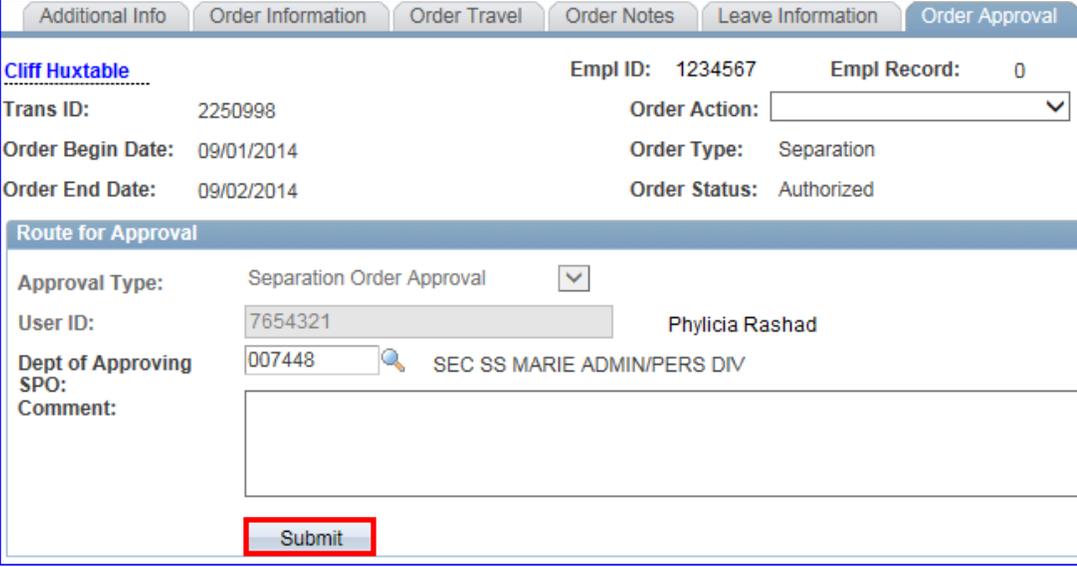
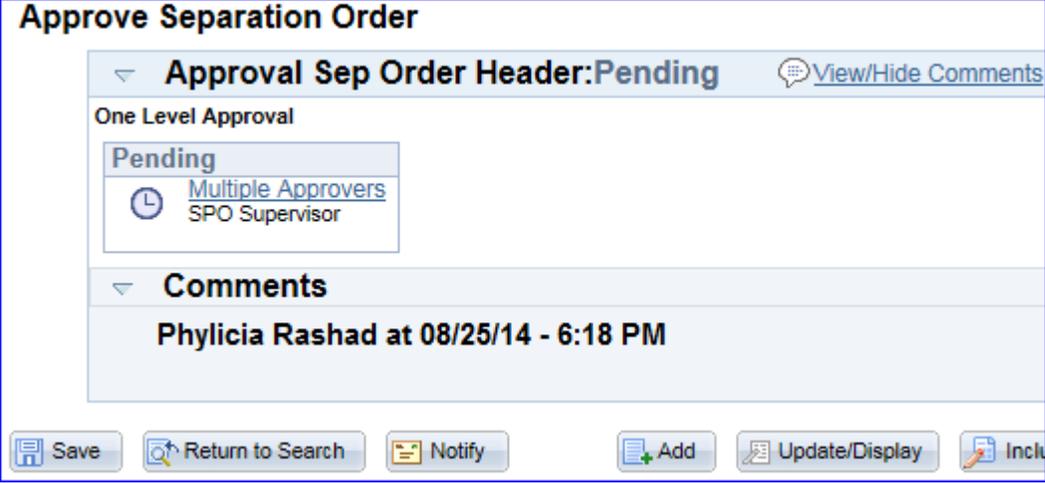
Procedures,
continued

Step	Action										
18	<p>Notice that the terminal leave entered on an earlier tab is reflected here. Any remaining leave balance (subject to the career maximum) will be sold and included in the member's final pay.</p>  <table border="1" data-bbox="337 1060 1414 1507"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Leave Balance</td> <td>Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond current month.</td> </tr> <tr> <td>Cumulative Sold Leave</td> <td>Cumulative number of Leave days sold in the member's military career.</td> </tr> <tr> <td>Total to Carry Over (Days)</td> <td>Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Only used for Reservists and immediate recalls with no break in active service. Defaults to 0.</td> </tr> <tr> <td>Terminal Leave (Days)</td> <td>Sum of terminal leave days specified on Order Travel tab.</td> </tr> </tbody> </table> <p>Now click on the Order Approval tab.</p>	Field	Description	Leave Balance	Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond current month.	Cumulative Sold Leave	Cumulative number of Leave days sold in the member's military career.	Total to Carry Over (Days)	Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Only used for Reservists and immediate recalls with no break in active service. Defaults to 0.	Terminal Leave (Days)	Sum of terminal leave days specified on Order Travel tab.
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Resuming Retirement for a Recall Retired (Ret-1) Member, Continued

Procedures,
continued

Step	Action
<p>19</p>	<p>Now click Submit.</p> 
<p>20</p>	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
<p>21</p>	<p>Now return to the Home screen.</p>