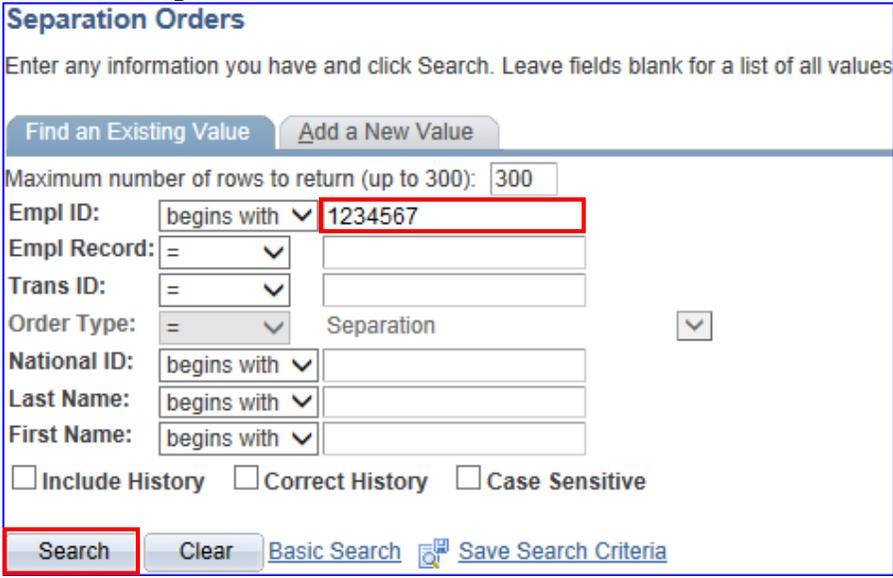


RELAD with Sep Request (AD Officers & Members on EAD)

Introduction This section provides the procedures for completing RELAD orders in Direct Access when a Separation Request was entered by PSC.

Note: 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.

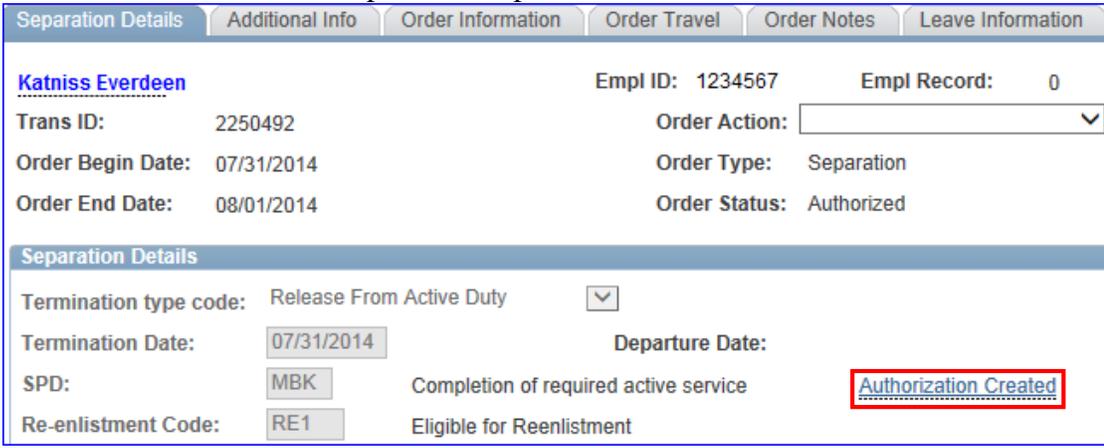
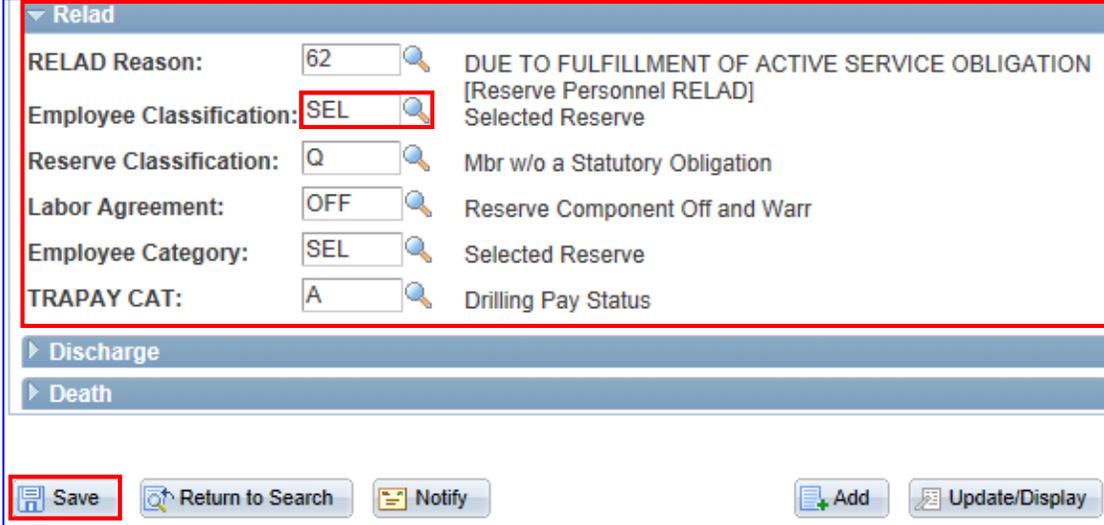
Procedures Follow these steps to complete a RELAD separation transaction.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled 'Separations' with a table of links. The link '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>Enter the Empl ID and then click Search.</p>  <p>The screenshot shows the 'Separation Orders' search interface. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below the search bar are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A dropdown menu shows 'Maximum number of rows to return (up to 300): 300'. The 'Empl ID' field is set to 'begins with' and contains the value '1234567', which is highlighted with a red box. Other fields include 'Empl Record', 'Trans ID', 'Order Type' (set to 'Separation'), 'National ID', 'Last Name', and 'First Name', all with 'begins with' dropdowns. At the bottom, there are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a 'Search' button highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.</p>

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RELAD with Sep Request (AD Officers & Members on EAD), Continued

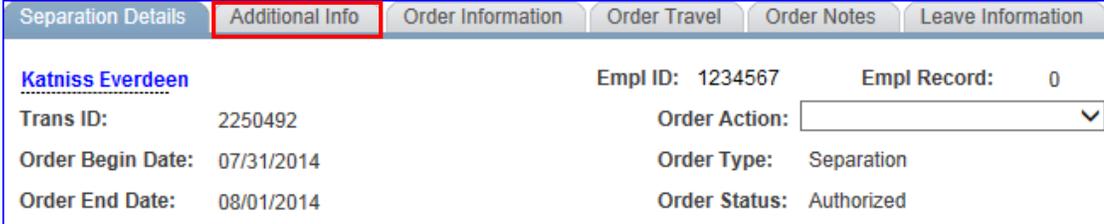
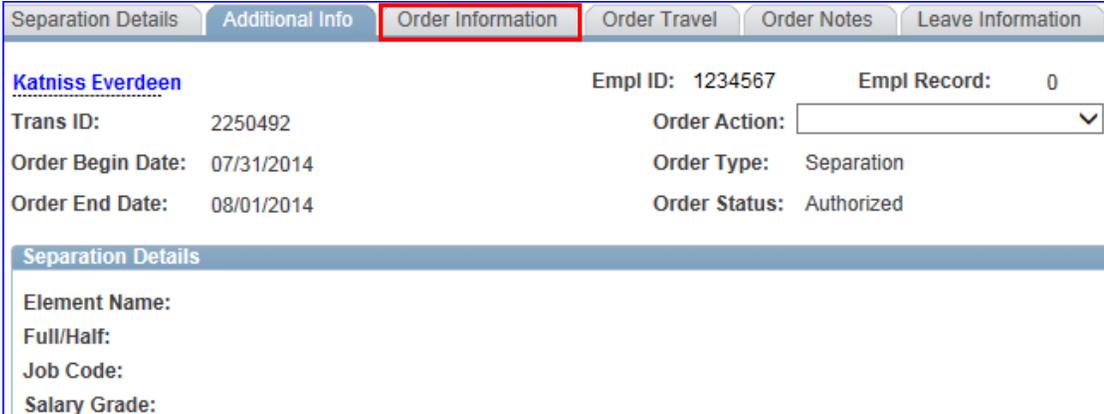
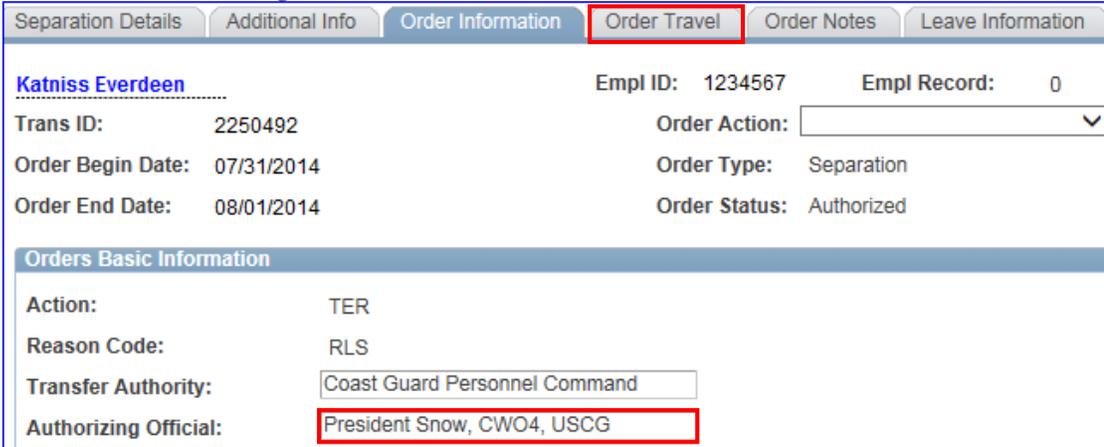
Procedures,
continued

Step	Action
3	<p>If the Separation Request/Authorization has been approved, the Separation Orders will display. If nothing appears, make sure the Sep Request has been completed and approved. (See Airport Terminal User Guide.) Notice the Authorization Created link. Click on it to view and print the Separation Authorization. Now scroll down.</p> 
4	<p>Now fill out the Relad section based on the member's intentions. Make sure the Employee Classification is changed from AD/EAD to a Reserve option (use lookup). Then click Save.</p> 

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RELAD with Sep Request (AD Officers & Members on EAD), Continued

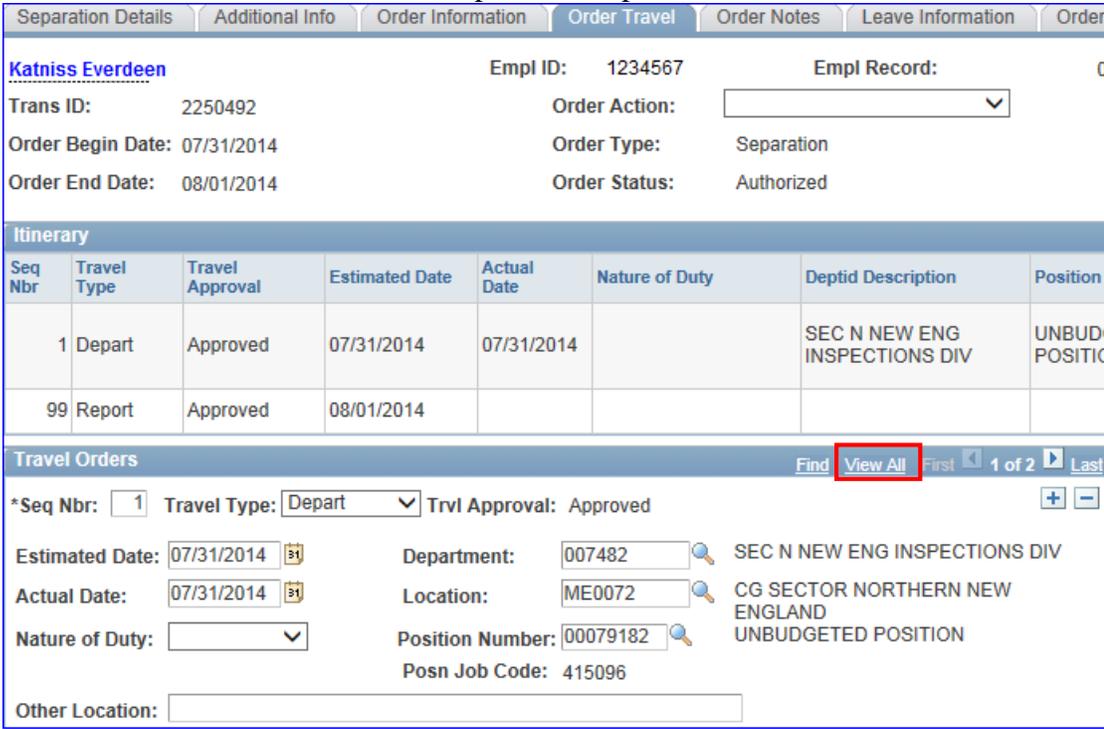
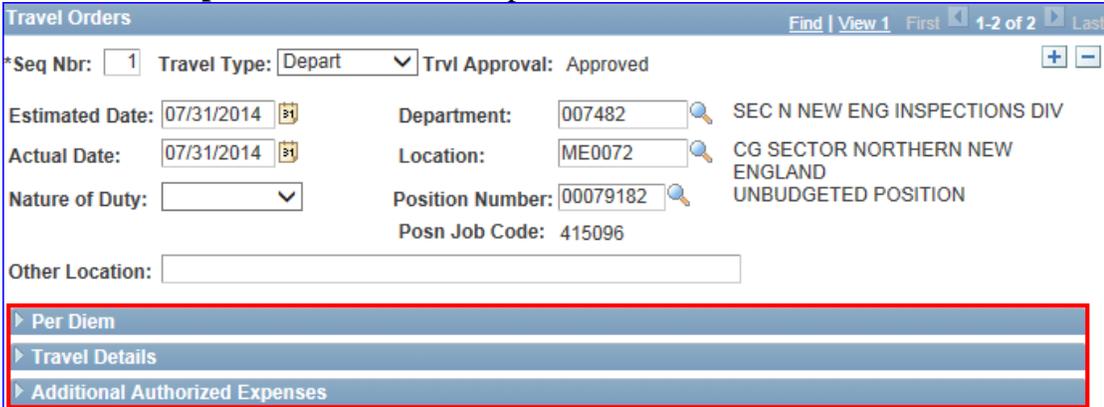
Procedures,
continued

Step	Action
5	<p>Scroll back up to the top and click on the Additional Info tab.</p> 
6	<p>Any information on this tab was input by PSC and cannot be edited. Click on the Order Information tab.</p> 
7	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> 

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RELAD with Sep Request (AD Officers & Members on EAD), Continued

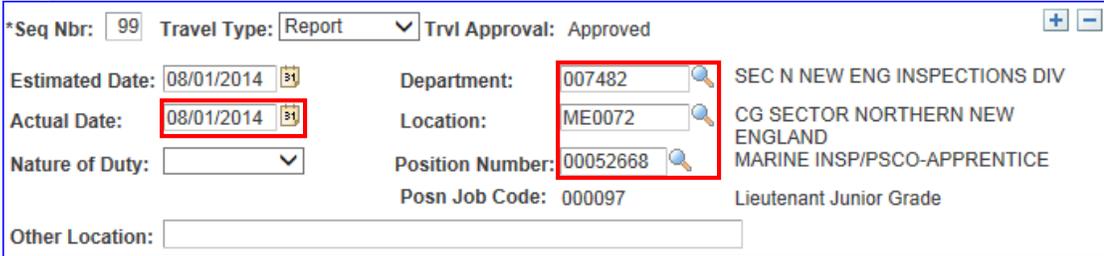
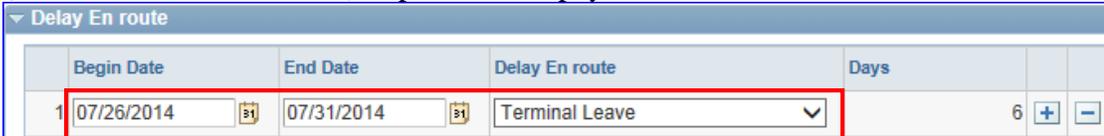
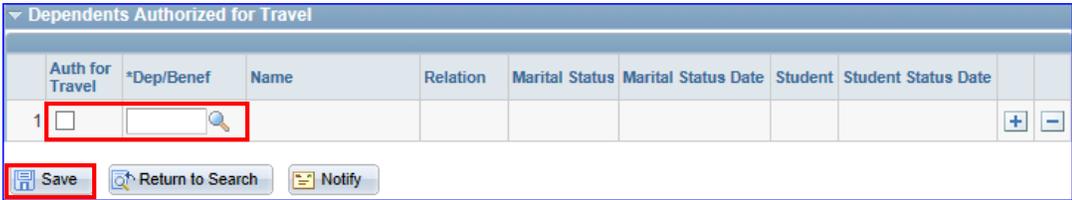
Procedures,
continued

Step	Action																								
8	<p>Click on View All to see both the Depart and Report rows.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order</p> <p>Katniss Everdeen Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250492 Order Action: <input type="text" value="v"/></p> <p>Order Begin Date: 07/31/2014 Order Type: Separation</p> <p>Order End Date: 08/01/2014 Order Status: Authorized</p> <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</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>07/31/2014</td> <td>07/31/2014</td> <td></td> <td>SEC N NEW ENG INSPECTIONS DIV</td> <td>UNBUDG POSITIC</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>08/01/2014</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Travel Orders Find View All First 1 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 07/31/2014 Department: 007482 SEC N NEW ENG INSPECTIONS DIV</p> <p>Actual Date: 07/31/2014 Location: ME0072 CG SECTOR NORTHERN NEW ENGLAND UNBUDGETED POSITION</p> <p>Nature of Duty: <input type="text" value="v"/> Position Number: 00079182</p> <p>Posn Job Code: 415096</p> <p>Other Location: <input type="text"/></p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position	1	Depart	Approved	07/31/2014	07/31/2014		SEC N NEW ENG INSPECTIONS DIV	UNBUDG POSITIC	99	Report	Approved	08/01/2014				
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9	<p>Most of the fields will be populated in the Depart row. There is no need to edit these fields. Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member.</p>  <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 07/31/2014 Department: 007482 SEC N NEW ENG INSPECTIONS DIV</p> <p>Actual Date: 07/31/2014 Location: ME0072 CG SECTOR NORTHERN NEW ENGLAND UNBUDGETED POSITION</p> <p>Nature of Duty: <input type="text" value="v"/> Position Number: 00079182</p> <p>Posn Job Code: 415096</p> <p>Other Location: <input type="text"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p>																								

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RELAD with Sep Request (AD Officers & Members on EAD), Continued

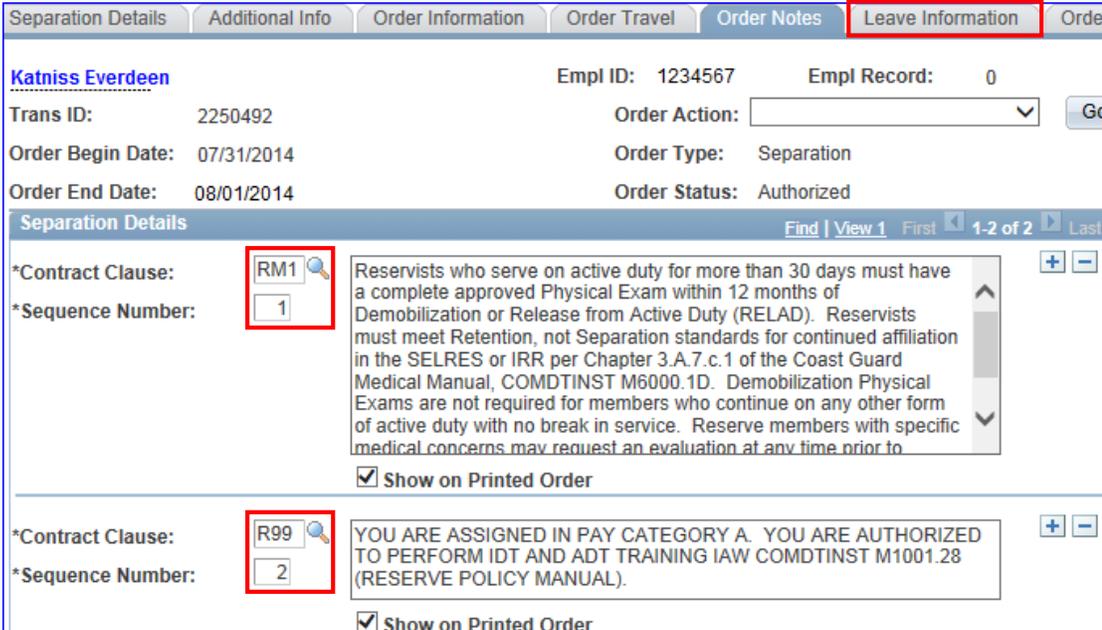
Procedures,
continued

Step	Action
<p>10</p>	<p>On the Report row, enter the Actual Date (same as estimated).</p> <ul style="list-style-type: none"> For RELADs to the SELRES, enter a valid Department/Position Number combination obtained from RPM/CGRC. For RELADs to the IRR, enter Dept ID #002817 and Posn #00062025. <p>The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that won't be used for RELADs.</p> 
<p>11</p>	<p>In the Delay En route section, enter any Terminal Leave the member plans to take. The End Date cannot go beyond the RELAD date.</p> <p>NOTE: SPOs 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> 
<p>12</p>	<p>Select the appropriate Dependents Authorized to Travel (if any). If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. Then click Save.</p> 

Continued on next page

RELAD with Sep Request (AD Officers & Members on EAD), Continued

Procedures,
continued

Step	Action																												
13	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p>  <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information</p> <p>Katniss Everdeen Empl ID: 1234567 Empl Record:</p> <p>Trans ID: 2250492 Order Action:</p> <p>Order Begin Date: 07/31/2014 Order Type: Separation</p> <p>Order End Date: 08/01/2014 Order Status: Authorized</p> <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> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>07/26/2014</td> <td></td> <td>Terminal Leave</td> <td></td> </tr> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>07/31/2014</td> <td>07/31/2014</td> <td></td> <td>SEC N NEW ENG INSPECTIONS DIV</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>08/01/2014</td> <td>08/01/2014</td> <td></td> <td>SEC N NEW ENG INSPECTIONS DIV</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				07/26/2014		Terminal Leave		1	Depart	Approved	07/31/2014	07/31/2014		SEC N NEW ENG INSPECTIONS DIV	99	Report	Approved	08/01/2014	08/01/2014		SEC N NEW ENG INSPECTIONS DIV
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14	<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>Katniss Everdeen Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250492 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 07/31/2014 Order Type: Separation</p> <p>Order End Date: 08/01/2014 Order Status: Authorized</p> <p>Separation Details Find View 1 First 1-2 of 2 Last</p> <p>*Contract Clause: RM1 </p> <p>*Sequence Number: 1</p> <p>Reservists who serve on active duty for more than 30 days must have a complete approved Physical Exam within 12 months of Demobilization or Release from Active Duty (RELAD). Reservists must meet Retention, not Separation standards for continued affiliation in the SELRES or IRR per Chapter 3.A.7.c.1 of the Coast Guard Medical Manual, COMDTINST M6000.1D. Demobilization Physical Exams are not required for members who continue on any other form of active duty with no break in service. Reserve members with specific medical concerns may request an evaluation at any time prior to</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p> <hr/> <p>*Contract Clause: R99 </p> <p>*Sequence Number: 2</p> <p>YOU ARE ASSIGNED IN PAY CATEGORY A. YOU ARE AUTHORIZED TO PERFORM IDT AND ADT TRAINING IAW COMDTINST M1001.28 (RESERVE POLICY MANUAL).</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p>																												

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RELAD with Sep Request (AD Officers & Members on EAD), Continued

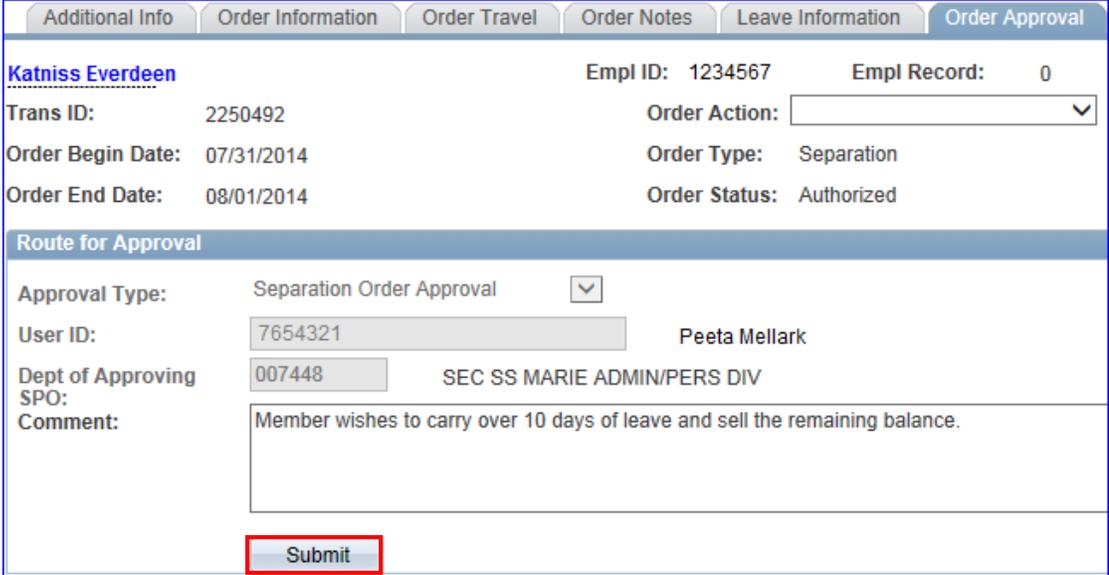
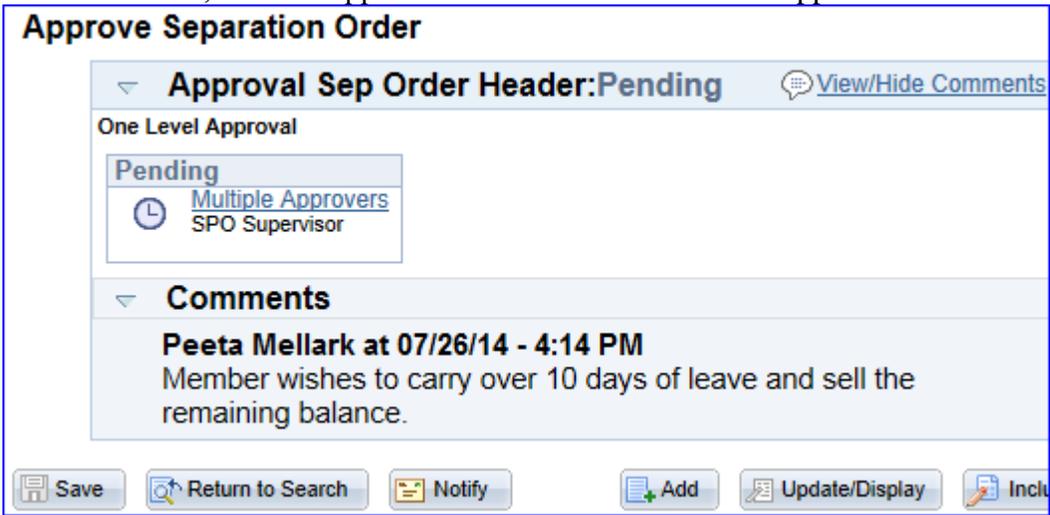
Procedures,
continued

Step	Action																																																																																							
15	<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. Enter any carry over leave for qualified Reservists to use during future Active Duty orders.</p> <div data-bbox="310 667 1414 1066" 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> <th style="text-align: left; border: 2px solid red;">Order Approval</th> </tr> </thead> <tbody> <tr> <td colspan="7">Katniss Everdeen</td> </tr> <tr> <td>Trans ID:</td> <td>2250492</td> <td>Empl ID:</td> <td>1234567</td> <td>Empl Record:</td> <td>0</td> <td></td> </tr> <tr> <td>Order Begin Date:</td> <td>07/31/2014</td> <td>Order Action:</td> <td><input type="text"/></td> <td colspan="2"></td> <td><input type="button" value="Go"/></td> </tr> <tr> <td>Order End Date:</td> <td>08/01/2014</td> <td>Order Type:</td> <td colspan="2">Separation</td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td>Order Status:</td> <td colspan="4">Authorized</td> </tr> <tr> <td colspan="7">Leave Balances</td> </tr> <tr> <td>Leave Balance:</td> <td style="border: 2px solid red;">27.000000</td> <td>Cumulative Sold Leave:</td> <td colspan="4">0.000000</td> </tr> <tr> <td colspan="7">Leave Disposition</td> </tr> <tr> <td>Total to Carry Over (Days):</td> <td style="border: 2px solid red;">10.0</td> <td>Terminal Leave Begin:</td> <td colspan="4" style="border: 2px solid red;">07/26/2014</td> </tr> <tr> <td>Terminal Leave (Days):</td> <td>6.0</td> <td>Terminal Leave End:</td> <td colspan="4" style="border: 2px solid red;">07/31/2014</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">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. 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> </div>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	Order Approval	Katniss Everdeen							Trans ID:	2250492	Empl ID:	1234567	Empl Record:	0		Order Begin Date:	07/31/2014	Order Action:	<input type="text"/>			<input type="button" value="Go"/>	Order End Date:	08/01/2014	Order Type:	Separation						Order Status:	Authorized				Leave Balances							Leave Balance:	27.000000	Cumulative Sold Leave:	0.000000				Leave Disposition							Total to Carry Over (Days):	10.0	Terminal Leave Begin:	07/26/2014				Terminal Leave (Days):	6.0	Terminal Leave End:	07/31/2014				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. Defaults to 0.	Terminal Leave (Days)	Sum of terminal leave days specified on Order Travel tab.
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RELAD with Sep Request (AD Officers & Members on EAD), Continued

Procedures,
continued

Step	Action
16	<p>Add comments, if necessary, then click Submit.</p> 
17	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
18	<p>IMPORTANT: Once submitted, go to the DD214 form in the Separations pagelet. Enter the member's emplid and hit Search. Verify that block 2 (Dept, Comp & Branch) reads "Homeland Security: USCG AD" and save it. The DD214 can be completed and finalized later.</p>