

MILPERSMAN 1920-050

OFFICER INVOLUNTARY SEPARATION PAY (NON-DISABILITY) RESERVE REQUIREMENTS AND OBLIGATIONS

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Point of Contact Table	Overall separation processing including separation payments	Supporting Personnel Support Detachment (PERSUPPDET) or personnel office	COM		As applicable
	Ready Reserve Individual Ready Reserve (IRR) transition	Navy Personnel Command (NAVPERSCOM), IRR Mobilization and Force Management Division (PERS-93)	COM	DSN	901-874-3977 882-3977
	Ready Reserve Selected Reserve (SELRES) transition	NAVPERSCOM, Career Transition Office (PERS-9X)	COM	DSN	901-874-4192 882-4192
	Ready Reserve IRR gains	NAVPERSCOM, (PERS-9X)	COM	DSN	901-874-4192 882-4192
	Ready Reserve SELRES gains	NAVPERSCOM, (PERS-9X)	COM	DSN	901-874-4192 882-4192

References	(a) 10 U.S.C., 1174 (b) DoDI 1332.29 of 20 Jun 91 (c) DoD 7000.14-R, DoD Financial Management Regulation, (DoDFMR), Volume 7A (d) BUPERSINST 1001.39F (e) BUPERSINST 1900.8D
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1. **Policy**

a. As a condition of eligibility for involuntary separation pay (ISP), officers must agree to serve for 3 years in the Ready Reserve in addition to any other remaining obligated service.

b. The Ready Reserve consists of both the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). The SELRES is composed of drilling reservists in a pay status and the IRR is composed of reservists in a non-drill and non-pay status. Officers desiring a direct affiliation with the Navy Ready Reserve must apply for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

c. Affiliation with the SELRES or the IRR is at the choice of the member and either obligation will satisfy the reserve obligation required for ISP.

d. If an involuntarily separated officer is not offered a Reserve Oath of Office, then he or she may still be eligible for ISP as long as he or she signs an agreement to serve, on [NAVPERS 1070/613](#) Administrative Remarks, on or before his or her separation date.

e. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see [MILPERSMAN 1920-040](#).

2. **Agreement to Serve**. Officers eligible for involuntary separation pay are required to sign a [NAVPERS 1070/613](#) Administrative Remarks service record entry prior to separation from active duty as a condition of eligibility for involuntary separation pay. The below is an example entry for the [NAVPERS 1070/613](#):

"Date": As a condition of eligibility for involuntary separation pay (ISP), I agree to serve in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining military service obligation I have incurred under law, if I am offered a Reserve Oath of Office. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted in the Ready Reserve, I must sign a Reserve Oath of Office as a condition of qualifying for involuntary separation pay.

In addition to any remaining service condition that I have incurred under law, I fully understand that if I do not agree to incur a 3 year obligation in the Ready Reserve, if approved, then I will become ineligible for any involuntary separation pay.

I understand that I may serve in the Navy SELRES or IRR by applying for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

I further understand that if I am in the Individual Ready Reserve, I may request to become an officer of the SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center (NOSC), if O-4 and below or via the Apply Board if O-5 and above.

If I am not offered a Reserve Oath of Office, I understand that I may still be eligible for involuntary separation pay.

I also agree that if accepted in the Navy Ready Reserve, I will keep Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C., 1174, DoDI 1332.29, DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A, and BUPERSINST 1001.39F.

Member's contact information:

Home of Record:

Leave Address:

Mailing Address:

Home Phone:

Cell Phone:

E-mail address:

Prospective place of appointment:

Prospective date of appointment:

Name and Rank of Appointing Officer (If available):

Title of Appointing Officer (If available):

I certify that the information provided by me is true and complete to the best of my knowledge.

Witnessed by: _____

Name, Rank
By direction

Member's Signature

3. Ready Reserve Processes

a. Regular officers will be tendered a Navy Reserve appointment.

b. Prior to an officer's discharge or release from active duty and prior to a payment of involuntary separation pay, the officer's command will forward signed original of the above agreement to serve on [NAVPERS 1070/613](#) to the supporting personnel office/PERSUPPDET for completion of [DD-214](#) worksheet, Certificate of Release or Discharge of Active Duty, and inclusion of [NAVPERS 1070/613](#) into the member's Official Military Personnel File (OMPF). The separating officer will forward a signed copy of the agreement to serve on [NAVPERS 1070/613](#) to NAVPERSCOM (PERS-9X).

c. The supporting personnel office/PERSUPPDET will forward the completed [DD-214](#) worksheet to the officer's command for verification and accuracy by the member.

d. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office request to PERS-8 for further disposition.

e. If the Reserve Oath of Office is not approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) PERS-8 will notify NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is not eligible for Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified.

(3) For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see [MILPERSMAN 1920-040](#).

f. If the Reserve Oath of Office is approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will forward the Reserve Oath of Office to the separating officer.

(3) Once the Reserve Oath of Office has been signed by the separating officer and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

(4) NAVPERSCOM (PERS-9X) will forward a copy of the Reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

g. If the Reserve Oath of Office has not yet been approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above) before an officer separates from active duty:

(1) If approved after officer separation:

a. NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office to the separating officer.

c. Once the Reserve Oath of Office has been signed by the separating officer, and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

d. NAVPERSCOM (PERS-9X) will forward a copy of the reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

(2) If not approved after officer separation:

a. If the reserve Oath of Office is not approved, NAVPERSCOM (PERS-8) will notify NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is not eligible for Navy Reserve Oath of Office, but may be

eligible for involuntary separation pay by virtue of agreeing to serve if qualified. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see [MILPERSMAN 1920-040](#).

h. The supporting personnel office/PERSUPPDET will make the following [DD-214](#) entry (if Reserve Oath of Office approval/disapproval is received prior to an officer's separation from active duty) or [DD-215](#) entry (if Reserve Oath of Office approval/disapproval is received after an officer's separation from active duty):

(1) For personnel eligible to serve in the Ready Reserves:

"Member must accept oath in the Ready Reserve to qualify for involuntary separation pay."

(2) For personnel ineligible to be accepted in the Reserves, but agreed to serve, on [NAVPERS 1070/613](#), if qualified:

"Although not accepted in the Ready Reserve, member has met a condition of eligibility for involuntary separation pay."

i. The supporting personnel office/PERSUPPDET will make the appropriate involuntary separation payment and [DD-214](#) payment entry or [DD-215](#) payment entry, block 18 (Remarks) separation payment section per reference (e).

(1) Payment of involuntary separation pay shall not be authorized until the Reserve Oath of Office, if approved, has been signed by the separating officer and officer administering the oath.

(2) Payment of involuntary separation pay shall not be authorized until such an agreement, [NAVPERS 1070/613](#), has been signed by the separating officer

(3) The supporting personnel office/PERSUPPDET shall ensure eligibility criteria and restrictions for involuntary separation pay (non-disability), see [MILPERSMAN 1920-040](#), are satisfied prior to making an involuntary separation payment.

j. Once the [DD-214](#) is completed, the supporting personnel office/PERSUPPDET will coordinate arrangement for the Sailor's

signature. If Sailor is unavailable to sign, the supporting personnel office/PERSUPPDET will annotate "member not available for signature" and forward respective copies per reference (e).