

**NPPSC FLEET RESERVE/RETIREMENT CHECKLIST  
NPPSC 1800/1 (Rev. 02-2026)**

PREVIOUS EDITIONS ARE OBSOLETE  
Supporting Directive NPPSCINST 5213.1D

1. Name ( <i>Last, First, MI</i> )	2. DoD ID	3. Telephone Number
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4. Command

**This checklist is not a required key supporting document (KSD).  
However, use of this checklist is strongly encouraged to ensure all cases are timely and complete and all requirements are met.**

**I. ACTIONS**

**1. Initial items required for release of orders and initial draft of DD 214 (5-9 months prior to approved Fleet Reserve/Retirement date)**

**TSC Actions**

- Approval Letter / Permanent or Temporary Disability Retired List (PDRL or TDRL) Message (Enlisted) or Retirement Orders (Officer)
- NPPSC 1900/1, NPPSC Separations Questionnaire (Blocks 1-19)  
**Note:** If enlisted orders are needed prior to 9 months, refer to MILPERSMAN 1800-020 for guidance on waiver procedures.

- Request Fleet Reserve / Retirement Orders
- Stop/Start Miscellaneous Allowances before member goes on PTDY and or Separation Leave. Verify the following entitlements:

FIDS to Start/Stop/Change

- 10 - Demolition Duty Pay
- 11 - Flight Deck Pay
- 14 - Hardship Duty Pay
- 15 - Parachute Duty Pay
- 16 - Hazardous Duty Pay
- 21 - Diving Duty Pay
- 23 - Hostile Fire Pay
- 27/37 - Career Sea Pay
- 30 - Special Duty Assignment Pay
- 35/68/DN - BAQ/BAH/Meal Deduction
- 65 - Family Separation Allowance
- FL - Tax Free Zone

**2. Items required for issuance of DD-214 (5-9 months prior to approved Fleet Reserve/Retirement date) Note: Early verification of electronic service record will reduce delays in DD 214 processing**

- DD 2586, Verification of Military Experience and Training (VMET)
- PTDY Orders (Job, House Hunting, Skillbridge, etc.)
- SECNAV 7000/8T, Leave Request/Authorization
- NPPSC 1900/1, NPPSC Separations Questionnaire (Medical and Dental Endorsements) **Note:** Dental only for disability evaluation system/Physical Evaluation Board disability retirements.
- DD Form 4, Enlistment/Reenlistment Document
- Prior DD 214(s) (*if applicable*)

- Submit SB01
- Submit DD 2656, Data for Payment of Retired Personnel to DFAS via "Ask DFAS" (45-60 days prior to approved retirement date)
- Prepare and Route DD 214, Certificate of Uniformed Service
- Provide/Route DD 214, Certificate of Uniformed Service to Service Member
- Prepare NSIPS Strength Loss
- E503 released
- Create Final Separation Pay Worksheet
- Prepare Final Separation Pay
- Release Final Separation Pay

**3. Secondary items required to be submitted as completed (60 days prior to commencing PTDY and or terminal leave per MILPERSMAN 1900-015)**

- Bachelors Enlisted Quarter (BEQ) Check-Out (*if applicable*)
- All Flight Itineraries for OCONUS Separations
- DD 2656, Data for Payment of Retired Personnel (Read from instructions for completion and ensure all required signatures were obtained)

**4. Command must ensure Sailors complete the following items prior to package submission/detachment.**

- Update Electronic Service Record (ESR) – Submit documents to appropriate section, if necessary
- Record of Emergency Data and Dependency Application (RED/DA) via Navy Standard Integrated Personnel System (NSIPS)
- SGLI enrollment via SGLI Online Enrollment System (SOES)
- Provide Sailor documents for final travel claim liquidation
- OBLISERV to meet Fleet Reserve date
- DD 2648, Service Member Pre-Separation/Transition Counseling Checklist (prior to package submission)

Remarks:

**II. RETAINS**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Strength Loss (All Panels)</li> <li><input type="checkbox"/> DD-214, Certificate of Uniformed Service</li> <li><input type="checkbox"/> NPPSC 1900/1, NPPSC Separations Questionnaire</li> <li><input type="checkbox"/> Fleet Reserve/Retirement Orders</li> <li><input type="checkbox"/> Fleet Reserve Authorization Message</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> DD-2656, Data for Payment of Retired Personnel with confirmation of receipt</li> <li><input type="checkbox"/> Final Separation Pay Worksheet</li> <li><input type="checkbox"/> PTDY Orders (<i>Involuntary Separation Only</i>)</li> <li><input type="checkbox"/> Separation Leave Paper</li> </ul> |
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