

**NPPSC FLEET RESERVE/RETIREMENT CHECKLIST**  
**NPPSC 1800/1 (Rev. 04-2025)**

 PREVIOUS EDITIONS ARE OBSOLETE  
 Supporting Directive NPPSCINST 5213.1B

1. Name ( <i>Last, First, MI</i> )	2. DoD ID	3. Telephone Number
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4. Command
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**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
<input type="checkbox"/> Approval Letter / Permanent or Temporary Disability Retired List (PDRL or TDRL) Message (Enlisted) or Retirement Orders (Officer) <input type="checkbox"/> NPPSC 1900/1 NPPSC Separations Questionnaire (Blocks 1-17) <b>Note:</b> If enlisted orders are needed prior to 9 months, refer to MILPERSMAN 1800-020 for guidance on waiver procedures.	<input type="checkbox"/> Request Fleet Reserve / Retirement Orders  <input type="checkbox"/> Stop/Start Miscellaneous Allowances before member goes on PTDY and or Separation Leave. Verify the following entitlements: <div style="text-align: center;"><u>FIDS to Start/Stop/Change</u></div> <div style="list-style-type: none; padding-left: 20px;"> <input type="checkbox"/> 10 - Demolition Duty Pay  <input type="checkbox"/> 11 - Flight Deck Pay  <input type="checkbox"/> 14 - Hardship Duty Pay  <input type="checkbox"/> 15 - Parachute Duty Pay  <input type="checkbox"/> 16 - Hazardous Duty Pay  <input type="checkbox"/> 21 - Diving Duty Pay  <input type="checkbox"/> 23 - Hostile Fire Pay  <input type="checkbox"/> 27/37 - Career Sea Pay  <input type="checkbox"/> 30 - Special Duty Assignment Pay  <input type="checkbox"/> 35/68/DN - BAQ/BAH/M Meal Deduction  <input type="checkbox"/> 65 - Family Separation Allowance  <input type="checkbox"/> FL - Tax Free Zone         </div>
<b>2. Items required for issuance of draft 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</b>	
<input type="checkbox"/> DD 2586 Verification of Military Experience and Training (VMET) <input type="checkbox"/> PTDY Orders (Job, House Hunting, Skillbridge, etc.) and approved request <input type="checkbox"/> Approved Terminal Leave Request <input type="checkbox"/> NPPSC 1900/1 NPPSC Separations Questionnaire (Medical and Dental Endorsements) <b>Note:</b> Dental only for disability evaluation system/Physical Evaluation Board disability retirements. <input type="checkbox"/> DD Form 4 <input type="checkbox"/> Prior DD 214(s) ( <i>if applicable</i> )	
<b>3. Secondary items required to be submitted as completed (60 days prior to commencing PTDY and or terminal leave per MILPERSMAN 1900-015)</b>	
<input type="checkbox"/> Bachelors Enlisted Quarter (BEQ) Check-Out ( <i>if applicable</i> ) <input type="checkbox"/> All Flight Itineraries for OCONUS Separations <input type="checkbox"/> DD 2656 Data for Payment of Retired Personnel (Read from instructions for completion and ensure all required signatures were obtained)	<input type="checkbox"/> Submit SB01 <input type="checkbox"/> Submit DD 2656 Data for Payment of Retired Personnel to DFAS via "Ask DFAS" (45-60 days prior to approved retirement date) <input type="checkbox"/> Prepare and Route DD 214 Certificate of Release or Discharge from Active Duty <input type="checkbox"/> Provide/Route DD 214 Certificate of Release or Discharge from Active Duty to Service Member <input type="checkbox"/> Prepare NSIPS Strength Loss <input type="checkbox"/> E503 released <input type="checkbox"/> Create Final Separation Pay Worksheet <input type="checkbox"/> Prepare Final Separation Pay <input type="checkbox"/> Release Final Separation Pay
<b>4. Command must ensure Sailors complete the following items prior to package submission/detachment.</b>	
<input type="checkbox"/> Update Electronic Service Record (ESR) – Submit documents to appropriate section, if necessary <input type="checkbox"/> Record of Emergency Data and Dependency Application (RED/DA) via Navy Standard Integrated Personnel System (NSIPS) <input type="checkbox"/> SGLI enrollment via SGLI Online Enrollment System (SOES) <input type="checkbox"/> Provide Sailor documents for final travel claim liquidation <input type="checkbox"/> OBLISERV to meet Fleet Reserve date <input type="checkbox"/> DD 2648 Service Member Pre-Separation/Transition Counseling Checklist (prior to package submission)	Remarks: <div style="height: 40px;"></div>

**II. RETAINS**

<input type="checkbox"/> Strength Loss (All Panels) <input type="checkbox"/> DD-214 Certificate of Release or Discharge from Active Duty <input type="checkbox"/> NPPSC 1900/1 NPPSC Separations Questionnaire <input type="checkbox"/> Fleet Reserve/Retirement Orders <input type="checkbox"/> Fleet Reserve Authorization Message	<input type="checkbox"/> DD-2656 Data for Payment of Retired Personnel with confirmation of receipt <input type="checkbox"/> Final Separation Pay Worksheet <input type="checkbox"/> PTDY Orders and Approved Request <input type="checkbox"/> Separation Leave Paper
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