

**NPPSC FLEET RESERVE/RETIREMENT CHECKLIST**  
**NPPSC 1800/1 (Rev. 05-2025)**

 PREVIOUS EDITIONS ARE OBSOLETE  
 Supporting Directive NPPSCINST 5213.1C

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 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**

- ☐ DD 2586 Verification of Military Experience and Training (VMET)
- ☐ PTDY Orders (Job, House Hunting, Skillbridge, etc.) and approved request
- ☐ Approved Terminal Leave Request
- ☐ 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
- ☐ Prior DD 214(s) (*if applicable*)

**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)

- ☐ 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

**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**

- ☐ Strength Loss (All Panels)
- ☐ DD-214 Certificate of Uniformed Service
- ☐ NPPSC 1900/1 NPPSC Separations Questionnaire
- ☐ Fleet Reserve/Retirement Orders
- ☐ Fleet Reserve Authorization Message

- ☐ DD-2656 Data for Payment of Retired Personnel with confirmation of receipt
- ☐ Final Separation Pay Worksheet
- ☐ PTDY Orders and Approved Request
- ☐ Separation Leave Paper