

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)

- ☐ 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.

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)

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)

TSC Actions

- ☐ 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/M Meal Deduction
- ☐ 65 - Family Separation Allowance
- ☐ FL - Tax Free Zone
- ☐ 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 Release or Discharge from Active Duty
- ☐ Provide/Route DD 214 Certificate of Release or Discharge from Active Duty to Service Member
- ☐ Prepare NSIPS Strength Loss
- ☐ E503 released
- ☐ Create Final Separation Pay Worksheet
- ☐ Prepare Final Separation Pay
- ☐ Release Final Separation Pay

Remarks:

II. RETAINS

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| <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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