

**NPPSC FLEET RESERVE/RETIREMENT CHECKLIST  
NPPSC 1800/1 (Rev. 08-2020)**

Supporting Directive NPPSCINST 5213.1B

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

**I. ACTIONS**

Service Member/Command	PSD/TSC Clerk/Supervisor
<b>Initial Items Required by PSD/TSC for Release of Orders (5-9 months prior to approved Fleet Reserve/Retirement date)</b>	
<input type="checkbox"/> Message of Intent / Permanent or Temporary Disability Retired List (PDRL or TDRL) Message (Enlisted) or Retirement Orders (Officer)	<input type="checkbox"/> Request Fleet Reserve/Retirement Orders via PCS Roundup (PCSR)
<input type="checkbox"/> NPPSC 1900/1 NPPSC Separations Questionnaire (Blocks 1-17)	<input type="checkbox"/> OBLISERV to meet Fleet Reserve date
<b>Initial Items Required by PSD/TSC for Release of Draft DD-214 (5-9 months prior to approved Fleet Reserve/Retirement date)</b>	<input type="checkbox"/> Stop/Start Miscellaneous Allowances before member goes on PTDY and or Separation Leave. Verify the following entitlements:
<input type="checkbox"/> DD-2586 Verification of Military Experience and Training (VMET)/ Joint Service Transcript (JST)	<u>FIDS to Start/Stop/Change</u>
<input type="checkbox"/> PTDY Orders/Approved Job and House Hunting Request	<input type="checkbox"/> 10 - Demolition Duty Pay
<input type="checkbox"/> Separation Leave Paper	<input type="checkbox"/> 11 - Flight Deck Pay
<b>Secondary items required to be submitted to PSD/TSC as completed (anytime prior to approved Fleet Reserve/Retirement date)</b>	<input type="checkbox"/> 14 - Hardship Duty Pay
<input type="checkbox"/> Final Approval Message (Enlisted) or Statement of Service (Officer)	<input type="checkbox"/> 15 - Parachute Duty Pay
<input type="checkbox"/> DD-2656 Data for Payment of Retired Personnel (Read form instructions for completion and ensure all required signatures were obtained.) (Must be received by DFAS 45-60 days prior to approved retirement date or full deductions will automatically start, no exceptions)	<input type="checkbox"/> 16 - Hazardous Duty Pay
<input type="checkbox"/> DD-2648 Pre-Separation Counseling Checklist	<input type="checkbox"/> 21 - Diving Duty Pay
<input type="checkbox"/> Command Check-Out Sheet (IAW NAVADMIN 187/14)	<input type="checkbox"/> 23 - Hostile Fire Pay
<input type="checkbox"/> NAVPERS 7041/1 PCS Travel Submitted via NSIPS ESR PCS Travel	<input type="checkbox"/> 27/37 - Career Sea Pay
<input type="checkbox"/> Bachelors Enlisted Quarter (BEQ) Check-Out	<input type="checkbox"/> 30 - Special Duty Assignment Pay
<input type="checkbox"/> NPPSC 1900/1 NPPSC Separations Questionnaire (Medical and Dental Endorsements)	<input type="checkbox"/> 35/68/DN - BAQ/BAH/Meal Deduction
<b>Items not required to be submitted to PSD/TSC but must be initiated/completed by the member/command prior to approved Fleet Reserve/Retirement date</b>	<input type="checkbox"/> 65 S/T - Family Separation Allowance type "S" or "T"
<input type="checkbox"/> Update Electronic Service Record (ESR) – Submit documents to appropriate section, if necessary	<input type="checkbox"/> FL - Tax Free Zone
<input type="checkbox"/> Record of Emergency Data and Dependency Application (RED/DA) via Navy Standard Integrated Personnel System (NSIPS)	<input type="checkbox"/> Submit SB01 if member is not supported by E-leave
<input type="checkbox"/> SGLI enrollment via SGLI Online Enrollment System (SOES)	<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 travel claim package and directions for travel claim liquidation	<input type="checkbox"/> Prepare and Route DD-214 Certificate of Release or Discharge from Active Duty
Remarks:	<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

**II. RETAINS**

Strength Loss <input type="checkbox"/>	DD-2656 Data for Payment of Retired Personnel with confirmation of receipt <input type="checkbox"/>
DD-214 Certificate of Release or Discharge from Active Duty <input type="checkbox"/>	DD-2648 Pre-Separation Counseling Checklist <input type="checkbox"/>
NPPSC 1900/1 NPPSC Separations Questionnaire <input type="checkbox"/>	Command Check-Out Sheet <input type="checkbox"/>
Fleet Reserve/Retirement Orders <input type="checkbox"/>	NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist (this checklist) <input type="checkbox"/>
Fleet Reserve Authorization Message <input type="checkbox"/>	Final Separation Pay Worksheet <input type="checkbox"/>
PTDY Orders/Job and House Hunting Request <input type="checkbox"/>	TRIM Documents as Required <input type="checkbox"/>
Separation Leave Paper <input type="checkbox"/>	

**III. SIGNATURES**

Clerk Name ( <i>Last, First, MI</i> )	Clerk Signature
Supervisor Name ( <i>Last, First, MI</i> )	Supervisor Signature