NPPSC FLEET RESERVE/RETIREMENT CHECKLIST
NPPSC 1800/1 (Rev. 11-2023)

**1. Name (Last, First, MI)**

**2. DoD ID**

**3. Telephone Number**

**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.

**I. ACTIONS**

1. **Initial items required for release of orders (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 1-17)

2. **Initial items required for release 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)
   - PTBY Orders (Job, House Hunting, Skillbridge, etc.) and approved request
   - Approved Terminal Leave Request
   - DD-2656 Data for Payment of Retired Personnel (Read form instructions for completion and ensure all required signatures were obtained.)

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

   - DD-2648 Pre-Separation Counseling Checklist
   - Bachelors Enlisted Quarter (BEQ) Check-Out
   - NPPSC 1900/1 NPPSC Separations Questionnaire (Medical and Dental Endorsements) Note: Dental only for disability evaluation system/Physical Evaluation Board disability retirements.
   - Prior DD 214(s)
   - Statement of Service
   - DD 4
   - Command Check-Out Sheet with required Service Treatment Record status per NAVADMIN 187/14

4. **Items not required to be submitted but must be initiated/completed by the member/command prior to approved Fleet Reserve/Retirement date**

   - 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)
   - Prepare travel claim package and directions for travel claim liquidation
   - OBLISERV to meet Fleet Reserve date

**Center of Excellence Separations and Retirements Clerk/Supervisor**

- Request Fleet Reserve / Retirement Orders
- Stop/Start Miscellaneous Allowances before member goes on PTBY and or Separation Leave. Verify the following entitlements:
  - FIDS to Start/Stop/Change
  - Demolition Duty Pay
  - Flight Deck Pay
  - Hardship Duty Pay
  - Parachute Duty Pay
  - Hazardous Duty Pay
  - Diving Duty Pay
  - Hostile Fire Pay
  - Career Sea Pay
  - Special Duty Assignment Pay
  - BAQ/BAH/Meal Deduction
  - Family Separation Allowance
  - 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 to Service Member
- Prepare NSIPS Strength Loss
- E503 released
- Create Final Separation Pay Worksheet
- Prepare Final Separation Pay
- Release Final Separation Pay

**II. RETAINS**

- Strength Loss (All Panels)
- DD-214 Certificate of Release or Discharge from Active Duty
- NPPSC 1900/1 NPPSC Separations Questionnaire
- Fleet Reserve/Retirement Orders
- Fleet Reserve Authorization Message
- PTDY Orders and Approved Request
- Separation Leave Paper
- DD-2656 Data for Payment of Retired Personnel with confirmation of receipt
- DD-2648 Pre-Separation Counseling Checklist
- Command Check-Out Sheet
- NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist (this checklist)
- Final Separation Pay Worksheet
- Statement of Service

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