

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

PREVIOUS EDITIONS ARE OBSOLETE
Supporting Directive NPPSCINST 5213.1B

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

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)
- PTDY 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 PTDY 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 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

- 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

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"/> PTDY Orders and Approved Request <input type="checkbox"/> Separation Leave Paper <input type="checkbox"/>	DD-2656 Data for Payment of Retired Personnel with confirmation of receipt <input type="checkbox"/> DD-2648 Pre-Separation Counseling Checklist <input type="checkbox"/> Command Check-Out Sheet <input type="checkbox"/> NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist (this checklist) <input type="checkbox"/> Final Separation Pay Worksheet <input type="checkbox"/> Statement of Service <input type="checkbox"/>
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