

MILPERSMAN 1810-020

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY (OFFICER)

Responsible Office	NAVPERSCOM (PERS-835)	Phone:	DSN COM E-MAIL	882-3183 (901) 874-3183 PERS_835_RETIREMENTS@ NAVY.MIL
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References	(a) 10 U.S.C. 6323 (b) OPNAVINST 1811.3 (c) NAVADMIN 273/17
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1. Request Procedures

a. Voluntary active duty retirement requests for officers are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirements Branch (PERS-835). Active duty officers desiring voluntary retirement, per reference (a), must submit an official request to the Secretary of the Navy (SECNAV), via their chain of command, using the self-service functionality within Navy Standard Integrated Personnel System Retirements and Separations (NSIPS RnS) to PERS-835.

Note: For officers with mandatory/statutory retirement due to failure of selection for promotion, maximum years of service, selective early retirement or age, a request is not needed or desired unless an earlier retirement date is desired. In these cases, retirement orders are initiated by NAVPERSCOM (PERS-835) within NSIPS RnS. System notifications are delivered to members and their chain of command in the "My NSIPS Task/Notifications" selection following the release of promotion or selective early retirement board results for those who have failed to select at least two times, or as early as 1 year prior to the mandatory/statutory effective date of retirement for age or maximum year of service.

b. Reference (b) outlines the minimum eligibility requirements, including time-in-grade requirements, when requesting voluntary retirement.

c. Reference (c) outlines the implementation of retirement functionality within NSIPS. There is no requirement to create and upload a letter with endorsement as NSIPS RnS has alleviated the necessity to do so. Hard copy mailed requests and or FAX will not normally be accepted. Exceptions may be authorized per paragraph 6 below.

2. **Guidelines for Submission.** Applications for voluntary retirement must meet the following guidelines. Requests which do not comply with the guidelines require justification and may be disapproved:

a. Retirement requests must be submitted no more than 12 months prior to the requested retirement date.

b. If requested retirement date coincides with the projected rotation date (PRD), request must be received between 6 and 9 months in advance of the PRD.

c. If requested retirement date does not coincide with PRD, request must be received 9 to 12 months in advance of the requested retirement date to allow sufficient time to identify a relief for the retiring officer.

d. If an officer is notified by any means (e.g., e-mail, message, telephone, or personal visit), that permanent change of station orders will be issued, a retirement request will not normally be approved after such notification.

3. **Submission of Request.** Upon determination of retirement eligibility, ensure submission of the request via NSIPS RnS per reference (c).

4. **Gapping a Billet.** If a contact relief is required by the command and Navy Personnel Command has determined that this requirement cannot be met, officers may be asked to submit a modification to their retirement date to avoid a gap of a billet or the retirement request may be denied.

5. **Modification or Cancellation.** All requests modifying an existing request in the routing process in NSIPS RnS at the NAVPERSCOM level or canceling approved orders must be made in writing using exhibit 1, and must include a command endorsement. The request must be scanned and e-mailed as an Adobe PDF document attachment to the cognizant detailer and to the following e-mail address: pers_835_retirements@navy.mil. Upon concurrence from the detailer, PERS-835 will take action to modify, disapprove, or change the request and re-route (as appropriate). All requests to cancel or modify approved retirement orders require flag officer approval, and thus require additional time for processing.

6. **Exceptions.** Recognizing that under certain circumstances an exception to NSIPS RnS entry may be necessary, PERS-835 may grant exceptions on a case by case basis. When granted, written requests are submitted using exhibit 2. Requests must be scanned and e-mailed as a PDF attachment to the detailer and pers_835_retirements@navy.mil. Requests will be entered at the NAVPERSCOM level within 5 working days.

Note: For additional guidance and information, see NAVPERSCOM officer retirements Web site via:
<https://www.mynavyhr.navy.mil/Career-Management/Retirement/Officer-Retirements/>.

7. **Final Approval.** PERS-835 is the last review and final approval authority for all requests. Fiscal constraints limit the release of continental United States orders to no earlier than 6 months prior to the actual retirement date, and no earlier than 9 months prior to the actual retirement date for outside the continental United States orders. Approved leave and permissive temporary duty do not change the actual retirement date.

Exhibit 1

Retirement Modification/Cancellation Request

(Use proper naval letter format)

	Date
From: CAPT John P. Jones, USN, 1110	
To: Commander, Navy Personnel Command (PERS-835)	
Via: ISIC	
Subj: REQUEST TO MODIFY/CANCEL VOLUNTARY RETIREMENT REQUEST/ORDERS	
Ref: (a) MILPERSMAN 1810-020	
1. Per reference (a), request to modify/cancel my request for/approved orders for voluntary retirement on <u>(date)</u> .	
2. Provide reason/justification for request.	
3. POC (your e-mail address, phone number, and command address).	
J.P. Jones	

Exhibit 2

Retirement Request when Exception to NSIPS RnS is Granted

(Use proper naval letter format)

Date

From: CAPT John P. Jones, USN, 1110
To: Commander, Navy Personnel Command (PERS-835)
Via: Chain of Command

Subj: VOLUNTARY RETIREMENT

Ref: (a) DoD 5500.07-R of 30 Aug 1993

1. Having completed [fill-in] years of active service, I request transfer to the Retired List to be effective on the 1st day of [month and year]. I hereby certify that upon requested retirement date, I will have served all training and special pay service obligations. I further understand that if I have any active duty obligation remaining in my contract, my request for retirement may be denied or I will be required to reimburse the Government, if request is approved. (If appropriate, add one of the following statements: (1) "I request (fill-in) month(s) time-in-grade waiver." (2) "I request to retire in the next lower grade of (fill-in grade)." Or (3) "I request an 8-year commissioned service waiver of (fill-in) month(s)."

2. I intend to request (fill-in) days permissive TDY and (fill-in) days separation leave.

3. I have read and thoroughly examined reference (a), specifically chapters 8 and 9, concerning pre- and post-retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13).

4. (Add the following paragraph if applicable). I have completed 30 years or more of active duty service and request a Letter of Appreciation signed by the President of the United States.

5. (Add the following paragraph if applicable and requesting a time-in-grade waiver). I acknowledge that I am under the High-3 Retirement Plan and by not fulfilling my full 3 years' time-in-grade at my present pay grade of (fill-in grade), I will not realize the full financial benefits of having served in my final pay grade for 36 months.

6. (Add the following paragraph if requesting a waiver of any kind).
Justification: (fill in)

7. POC (your e-mail address, phone number, and command address).

If requesting a 30-year Presidential Letter of Appreciation, your home address will also be required.

J. P. Jones