

## MILPERSMAN 1830-040

### TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY - 20 YEARS

<b>Responsible Office</b>	NAVPERSCOM (PERS-836)	Phone: DSN COM FAX	882-3246 1-866-827-5672 882-2762
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>
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<b>References</b>	(a) 10 U.S.C. (b) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), December 2022 (c) OPNAVINST 1811.3A (d) DoD Instruction 1341.13 of 25 October 2022 (e) SECNAVINST 1850.4F (f) BUPERSINST 1900.8E (g) BUPERSINST 1070.27E (h) Navy Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG) (i) NAVPERS 15665J, U.S. Navy Uniform Regulations
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1. **Policy.** Per reference (a), section 8330, enlisted Service members who have completed 20 years of active duty service may request to be transferred to the Fleet Reserve per reference (a), section 8330. Once submitted, a Service member's date may be changed only upon his or her request and with favorable endorsement by the commanding officer (CO), or involuntarily due to national security interest. Per reference (b), volume 7B, chapter 2, paragraph 4.3., the Fleet Reserve is composed of enlisted Service members of the naval Service transferred to the status under reference (a), section 8330. It was established to provide an available source of experienced former Service members of the Regular Navy or Navy Reserve. These Service members could be organized without further training to fill billets requiring experienced personnel in the first stages of mobilization during an emergency or in time of war.

a. Members of the Fleet Reserve may be ordered to active duty without their consent in time of:

(1) War or national emergency declared by the Congress for the duration of the war or national emergency and for 6 months thereafter; or

(2) National emergency declared by the President or when otherwise authorized by law.

b. In time of peace, any member of the Fleet Reserve may be required to perform not more than 2 months of active duty for training during each 4-year period.

## 2. Creditable Service

a. Reference (b), volume 7B, chapter 2, paragraph 2.2, describes the types of service which are creditable for retirement purposes.

b. Active service is defined as all active duty and active duty for training performed in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof, and in the Army National Guard or Air National Guard on Federal duty subsequent to 9 August 1956.

## 3. Eligibility Requirements

a. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the Service member has completed:

(1) 20 years of active service by the requested date of transfer to the Fleet Reserve;

(2) Obligated service requirements established by either a reenlistment or extension of enlistment contract, or completion of current assignment established by projected rotation date (PRD), or both;

(3) Current Department of Defense area tour;

(4) Enlisted Service members serving in pay grades E-7 through E-9 require a minimum of 2 years active duty in grade per reference (c). In individual cases involving substantial hardship, unusual circumstances, or when the best interest of the Service is concerned, waivers of time-in-grade may be authorized by Commander, Navy Personnel Command (COMNAVPERSCOM), but not for less than 6 months time-in-grade; and

(5) Applicable tour at ultimate duty station when request is received by Navy Personnel Command (NAVPERSCOM) Enlisted Retirements Branch (PERS-836), following the date of issuance or notification of permanent change of station (PCS) orders. If the Service member has not been notified of impending orders, he or she may request transfer to the Fleet Reserve no later than his or her PRD.

b. Service members should request a Fleet Reserve transfer date that does not exceed the established PRD for their current assignment. Requests that require a PRD adjustment to attain Fleet Reserve eligibility will be considered on a case-by-case basis. Requests for PRD adjustments must be received by NAVPERSCOM Career Management Department (PERS-4) 12-24 months in advance of the requested Fleet Reserve date.

**Note:** Requests that do not meet the criteria listed must include justification (under the Attachments/Comments tab within the Navy Standard Integrated Personnel System (NSIPS)) and will be considered on a case-by-case basis.

c. Voluntary requests to retire and transfer to the Fleet Reserve from Service members who have obligated service associated with the transfer of Post 9/11 GI Bill education benefits will not be approved for a date prior to the completion of the obligated service. For Service members whose beneficiaries have not used the benefits, transfer of benefits may be revoked via the Transferability of Education Benefits Web site (<https://milconnect.dmdc.osd.mil/milconnect/>) with proof of that action provided in the request. Requests are submitted through the NSIPS Retirement and Separations (R&S) self-service function, and Service members are required to upload proof into the waiver tab. If submitted in another manner, it must be included as supporting documentation. For Service members whose beneficiaries have used any portion of the benefit, revocation is **not** an option and the request will be disapproved if the date requested is prior to the obligation end date.

**Note:** Service members retiring and transferring to the Fleet Reserve with a qualifying condition per reference (d) do not have to revoke benefits.

#### 4. Service Members Not Eligible for Fleet Reserve Transfer

a. Service members are not eligible for transfer to Fleet Reserve if:

(1) Awaiting disciplinary action (civil or military);

(2) Pending court-martial action including serving a sentence of a court-martial and time on probation;

(3) Pending resolution of an investigation (civil or military);

(4) Awaiting civil action;

(5) Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM Career Progression Department (PERS-8);

(6) Awaiting detachment for cause or administrative discharge processing action including a request to transfer to the Fleet Reserve in lieu of administrative separation processing;

(7) Awaiting results of a disability evaluation. Service members desiring transfer to the Fleet Reserve instead of continuing disability processing may waive treatment or disability evaluation processing, or both;

**Note:** Service members in a limited duty (LIMDU) status are not considered to be in the disability evaluation process and their requests will be processed as a regular Fleet Reserve request.

(8) Currently in receipt of hardcopy PCS orders, or notification PCS orders will be issued (via e-mail, message, telephone, or personal visit), and the Service member is within 6 months of PRD. Service members must first execute any PCS orders in-hand or request cancellation of PCS orders before submitting a Fleet Reserve request; or

(9) Undergoing garnishment of pay on authorized date of transfer.

b. Fleet Reserve transfer requests received from Service members in categories listed in subparagraphs 4a through 4a(9) will normally be disapproved.

c. For Service members with an approved Fleet Reserve transfer request subsequently placed in one of the categories listed in subparagraphs 4a through 4a(9), commands must notify PERS-836, utilizing exhibit 1, for authorization to cancel transfer or hold in abeyance pending resolution. Under unusual circumstances, the Chief of Naval Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

d. Once a Service member's case has been resolved, commands will notify PERS-836 via e-mail to the following address: [enlisted\\_active\\_duty\\_retirements@navy.mil](mailto:enlisted_active_duty_retirements@navy.mil). A new Fleet Reserve transfer authorization will be issued if date of original Fleet Reserve authorization has expired.

5. **Deferment or Cancellation of Transfer to the Fleet Reserve for Service Members in a Medical Status.** The following is applicable for Service members in a medical status:

a. Service members undergoing **non-elective** medical treatment (i.e., acute, grave, or life threatening) not involving physical evaluation board (PEB) proceedings or appearance before a medical board requiring departmental action, may be retained up to 60 days with authorization from PERS-836. If it appears prolonged treatment could defer transfer to the Fleet Reserve, the CO or officer in charge of the appropriate naval medical treatment facility must make a specific report of the circumstances to PERS-836 utilizing exhibit 2 format.

b. Service members involved in PEB proceedings or appearance before a medical board (accounting category code (ACC) 355) must not be transferred to the Fleet Reserve until final action is completed and instructions are received from PERS-836. Service members found unfit will be retained until they qualify for disability retirement subject to the conditions set forth in reference (e). Reference (a) requires Service members complete at least 20 years of service to be eligible for retirement benefits by reason of physical disability when the disability is ratable at less than 30 percent by the U.S. Department of Veterans Affairs' schedule for rating disabilities. Service members found fit become eligible to request transfer to the Fleet Reserve. Those found unfit remain ineligible to request transfer to the Fleet Reserve disability benefits are waived. To waive disability benefits, Service members must forward their PEB waiver to NAVPERSCOM Disability Retirements/Separations Branch (PERS-954) and upload the approved waiver into NSIPS with the Fleet Reserve request. **Under no circumstances should a Service member be referred to the PEB with an approved Fleet Reserve date without prior approval from PERS-836.**

c. Service members who continue to perform duties of their office, rank, grade, or rating prior to processing non-disability retirement will be presumed "fit for duty" unless a preponderance of evidence determines the Service members are physically unable to perform duties of their office, rank,

grade, or rating. The PEB will make the determination. See reference (e).

d. Service members who have reached high year tenure (HYT) for whom transfer to Fleet Reserve is mandatory may only be deferred if hospitalized due to non-elective circumstances (i.e., acute, grave, or life threatening) or a medical board report has been accepted by the PEB president for processing under reference (e).

e. Service members who already have a Fleet Reserve approved date and are currently in a LIMDU status (ACC 105) must execute transfer to the Fleet Reserve as directed. Do not delay transfer to the Fleet Reserve solely due to Service members' LIMDU status. **Duration of LIMDU period must not exceed approved Fleet Reserve or HYT date.**

**6. Deferment or Cancellation of Transfer to Fleet Reserve for Service Member on Case-by-Case Basis:**

a. A request for deferral or cancellation of a Fleet Reserve transfer authorization will be granted only on a case-by-case basis. Command recommendation, past performance, manning levels, availability of relief, end-strength, effect on promotions, and critical skills possessed by the Service member will be considered.

b. Approval is contingent upon the Service member agreeing to remain on active duty for a sufficient period of time to permit reassignment or completion of a normal tour. In certain instances, such as those where manning or other requirements are not stabilized, deferral of an authorized Fleet Reserve date, rather than a cancellation, may be appropriate.

c. Short-term deferrals (1 to 6 months) may be authorized by PERS-836 if the Service member is serving in an authorized billet and a relief is not on board. COs may request to defer transfer to the Fleet Reserve up to 30 days beyond the date authorized only when urgent operational commitments demand the member's service. When requests for deferment are submitted for this reason, a full report of circumstances must be forwarded to PERS-836 with an information copy to the appropriate type commander.

d. In some instances, where rating manning or other requirements are not stabilized and action must be taken to provide a qualified relief at the proper time, PERS-836 may offer an alternate date for transfer.

e. Requests for cancellation of Fleet Reserve transfer due to advancement selection that will change HYT limits will normally be approved. A Fleet Reserve cancellation request must be made through NSIPS noting the reason for cancellation as "to accept advancement."

7. **Request Submission.** The following are guidelines for submission of a Service member's request for transfer to Fleet Reserve:

a. Service members in commands with access to NSIPS are directed to submit requests through the RnS self-service function. This provides transparency to Service members on the status of their requests, an integrated waiver process when needed, and electronic notification of the final disposition of requests for both Service members and commands. Any waiver required (e.g., time-in-grade, time-on-station, monetary) must be uploaded with the command recommendation under the "Waiver" tab on the NSIPS RnS request. Commands without access to NSIPS RnS must contact PERS-836 for assistance in submitting a request via e-mail at the following address:  
[enlisted\\_active\\_duty\\_retirements@navy.mil](mailto:enlisted_active_duty_retirements@navy.mil).

b. After approval of the initial Fleet Reserve request in NSIPS, a modification can be submitted by the Service member in NSIPS via their approved request. **Do not submit a Fleet Reserve modification for terminal leave or permissive temporary duty changes, adding a retirement address, or date change due to medical reasons.**

c. Request will be submitted within the following timeline:

(1) E-6 and junior Service members: 6-18 months prior to requested date

(2) E-7 and senior Service members: 6-24 months prior to requested date

**Note:** For information on submission or setting command routing matrix, visit: <https://www.nsips.cloud.navy.mil/upk/index.html>. Under the "Training Section," select "RnS hyperlink," then select "Command Setup Training."

8. **Request Submission for Extraordinary Heroism Benefit.** Under certain circumstances a Service member may request determination of entitlement to an additional 10 percent increase of retainer pay due to the performance of extraordinary heroism per

reference (a), section 8330. Extraordinary heroism will be documented in personal awards (e.g., Silver Star, Navy Cross, or awards that are received with the "V" for valor attachment, etc.). A Service member may request determination utilizing the format shown in exhibit 3. PERS-836 will forward request to the Secretary of the Navy Board of Decorations and Medals for final determination. A Service member requesting determination of extraordinary heroism must also include copies of citation, certificate, and [OPNAV 1650/3](#) Personal Award Recommendation (if available) as enclosures to the request.

## 9. Responsibilities

### a. PERS-836

(1) Once request for transfer to the Fleet Reserve has been approved, PERS-836 will attach a Fleet Reserve approval letter to the Service member's Fleet Reserve request which:

(a) Serves as the approval and authorization of the Fleet Reserve request contingent upon verification of total years of active service. **Under no circumstances will Service members be released from active duty without the Fleet Reserve approval letter.**

(b) Authorizes movement of dependents or shipment of household goods, or both. For details on when orders can be written, see [MILPERSMAN 1800-020](#).

(c) Authorizes execution of required obligated service (OBLISERV) to obtain sufficient service to transfer to the Fleet Reserve.

(2) PERS-836 will process the statement of service and transmit it to the Defense Finance and Accounting Service (DFAS) no later than 60 to 90 days prior to the Fleet Reserve transfer date.

### b. Transaction Support Centers (TSC) and Administrative Offices

(1) TSC or administrative offices should receive a copy of the Fleet Reserve authorization at least 120 days prior to the approved date. If Fleet Reserve authorization is not received within 120 days in advance, contact PERS-836 immediately for assistance.



(2) Upon receipt of the Fleet Reserve approval letter, ensure the Service member has sufficient OBLISERV to reach the authorized Fleet Reserve date. If a conditional reenlistment is required due to maximum extensions on a current enlistment, the Fleet Reserve approval letter will serve as the authority to conditionally reenlist the Service member per [MILPERSMAN 1160-030](#).

(3) Issue the orders, but not earlier than 9 months prior to the Fleet Reserve date without approval from PERS-836.

(4) Prepare the DD 214 Certificate of Uniformed Service per reference (f).

(5) Update the Service member's official military personnel file per [MILPERSMAN 1070-111](#) and reference (g).

(6) Process Navy strength loss documents per reference (h). Reference (h) is available via the milSuite Web site: <https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

(7) Forward the completed [DD 2656](#) Data for Payment of Retired Personnel to DFAS as directed per reference (h).

c. Command or Service Members. Immediately notify PERS-836 of any changes to the following: pay grade, name, or eligibility status (i.e., medical board or PEB).

d. Fleet Reservists

(1) Fleet reservists are required to comply with the following:

(a) Maintain readiness for active service in event of war or national emergency;

(b) Keep contact information updated through the use of the MyNavy Career Center (MNCC) Human Resources Service Center (HRSC): toll-free number 1-833-330-6622, commercial (901) 874-6622, DSN 882-6622, or e-mail at [askmncc@navy.mil](mailto:askmncc@navy.mil);

(c) Inform NAVPERSCOM Reserve Retirement Branch (PERS-912) of travel or residency outside the United States for a period in excess of 30 days by submitting a Salesforce ticket through MNCC HRSC;

(d) Promptly respond to all letters addressed to them by proper authority; and

(e) Inform MNCC HRSC of any change in health that might prevent service in time of war.

(2) Fleet reservists are subject at all times to laws, regulations, and orders governing Military Services. In time of peace, fleet reservists may be required to perform not more than 2 months of active service in each 4-year period. They may wear their uniform from place of release to home within 3 months after date of release and subsequently on occasions of ceremony as prescribed per reference (i).

**EXHIBIT 1**  
**REQUEST TO CANCEL OR HOLD IN ABEYANCE TRANSFER TO THE FLEET**  
**RESERVE**

(Use proper letter format)

1830  
Ser 00/  
Date

From: Commanding Officer, (name of command)  
To: Commander, Navy Personnel Command (PERS-836)

Subj: REQUEST TO CANCEL OR HOLD IN ABEYANCE TRANSFER TO FLEET  
RESERVE IN THE CASE OF (RATING) (NAME), (BRANCH)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual  
(MILPERSMAN)

1. Request the approved Fleet Reserve transfer in the case of Service member effective DD MMM YYYY be cancelled or held in abeyance.

2. Per reference (a), [MILPERSMAN 1830-040](#), Service member is no longer eligible for transfer to the Fleet Reserve due to (select the reason that applies below):

- a. Awaiting disciplinary action;
- b. Pending courts-martial action, including serving a sentence of a courts-martial and time on probation;
- c. Pending resolution of an investigation;
- d. Awaiting civil action;
- e. Awaiting resolution of unresolved family advocacy issues as determined by Navy Personnel Command Career Progression Department (PERS-8);
- f. Awaiting administrative discharge processing action, including a request to transfer to the Fleet Reserve in lieu of administrative separation processing or detachment for cause; or
- g. Undergoing garnishment of pay on authorized date of transfer.

3. The command's point of contact in this matter is rank/rating name, (phone number) or (e-mail address).

(CO'S SIGNATURE)

**EXHIBIT 2**  
**REQUEST FOR CANCELLATION/MEDICAL DEFERMENT OF TRANSFER TO THE**  
**FLEET RESERVE REQUEST**

(Use proper letter format)

1830  
Ser 00/  
Date

From: Commanding Officer, (naval medical treatment facility)  
To: Commander, Navy Personnel Command (PERS-836)

Subj: REQUEST FOR CANCELLATION/MEDICAL DEFERMENT OF TRANSFER TO  
FLEET RESERVE REQUEST IN THE CASE OF (RATING) (NAME), (BRANCH)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual  
(MILPERSMAN)

1. Request the approved Fleet Reserve transfer request in the case of  
(Service member), effective DD MMM YYYY be cancelled/deferred for (XX  
months).

2. Per reference (a), [MILPERSMAN 1830-040](#), Service member is no  
longer eligible for transfer to the Fleet Reserve due to (select the  
reason that applies)

a. Having been diagnosed with a medical condition or requires  
surgery or treatment that is non-elective (i.e., acute, grave, or life  
threatening) (explain condition or surgery, preferably using  
international classifications of diseases code(s)).

b. Having been referred to a physical evaluation board or having  
been placed in an accounting category code 355 status awaiting a  
physical disability evaluation.

3. My command point of contact is (attending physician's rank and  
name), who can be contacted at (phone number) or e-mail  
[XXXXXX@navy.mil](#).

(CO'S SIGNATURE)

**EXHIBIT 3**  
**EXTRAORDINARY HEROISM DETERMINATION**  
(Use proper letter format)

Date

From: (Rating name, branch)  
To: Secretary of the Navy, Board of Decorations and Medals  
Via: (1) Commanding Officer, (name of command)  
(2) Commander, Navy Personnel Command (PERS-836)

Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF  
(RATING/NAME, BRANCH)

Ref: (a) 10 U.S.C.

Encl: (1) Copy of citation(s)

1. Having applied for transfer to the Fleet Reserve per reference  
(a), section 8330, I request a determination to be made from enclosure  
(1) as to whether act or acts constitute extraordinary heroism.

(SERVICE MEMBER'S SIGNATURE)

1650  
Ser 00/  
Date

FIRST ENDORSEMENT on (Rating name, branch) ltr of (date)

From: Commanding Officer, (name of command)  
To: Secretary of the Navy, Board of Decorations and Medals  
Via: Commander, Navy Personnel Command (PERS 836)

Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF  
(RATING/NAME, USN)

1. Forwarded for consideration.

(CO'S SIGNATURE)

Copy to:  
(Service member submitting request)