

MILPERSMAN 1900-015

SEPARATION, FLEET RESERVE, AND RETIREMENT DOCUMENT SUBMISSION

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Reference	(a) BUPERSINST 1900.8E
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1. **Purpose**. To issue procedures and timelines for submission of regular separation, Fleet Reserve, and retirement packages. For the purpose of this article, "separations" refers to separations, retirements, and Fleet Reserve (excluding administrative separations, Temporary Disability Retired List (TDRL) or the Permanent Disability Retired List (PDRL)).

2. **Policy**

a. Complete, actionable separation packages can be submitted to Transaction Service Center (TSC) Norfolk 5-9 months prior to separation. For separation activities to meet Navy standard timelines directed in reference (a) and Defense Finance Accounting Service (DFAS) processing timelines, required key supporting documents (KSD) must be submitted no less than 60 days prior to the start of a Service member's permissive temporary duty (PTDY), separation leave, or separation date, whichever date is earliest. Meeting the required submission timeline prevents undue delays in completing the separation orders and [DD-214](#) Certificate of Release or Discharge from Active Duty and processing final and retirement pay and benefits (if applicable). If a [DD-214](#) is not finalized 14 calendar days prior to the Service member's departure from the command on PTDY or separation leave, TSC personnel may finalize the Service member's [DD-214](#) by marking it "Signature Unattainable."

"Signature Unattainable" does not negatively impact the Service member and does not invalidate the DD-214.

b. **Effective Date.** When submitting separation documents to TSC Norfolk via enterprise Customer Relationship Management (eCRM), command pay and personnel administrators (CPPA) and command separation specialists (CSS) will ensure the "effective date" of the case reflects the start of a Service member's separation leave or separation date, **whichever date is earlier.** An erroneous effective date can lead to delays in processing the Service member's separation.

c. **Required KSDs and Timelines.** The following forms are required per the timelines below when submitting a Service member's separation package.

(1) **Separation Orders: 5-9 Months From Final or Approved Separation/ Date.** [MILPERSMAN 1920-140](#) outlines procedures for officer separation orders. Per MILPERSMAN 1800-020, retirement orders may be issued as early as nine months prior to the approved separation date. Enlisted end of active service separation orders may be issued as early as nine months prior to the final separation date. To obtain separation orders, CPPAs must submit required KSDs to TSC Norfolk as outlined in [NPPSC 1900/2](#) Separations Checklist or [NPPSC 1800/1](#) Fleet Reserve/Retirement Checklist, as appropriate. Service members can retrieve their retirement approval message through the Navy Standard Integrated Personnel System (NSIPS) member self-Service user role by navigating to Employee Self Service > Retirements and Separations > Request Home > View Request (approval letter is available under "Attachments/Comments" tab). To receive separation orders earlier than nine months prior to the separation date, refer to [MILPERSMAN 1800-020](#).

(2) **Begin DD-214 Worksheet: 5-9 Months From Separation Date.** CPPAs will submit initial KSDs outlined in [NPPSC 1900/2](#) or [NPPSC 1800/1](#) to the appropriate separation queue under TSC Norfolk to begin drafting the [DD-214](#) worksheet in NSIPS.

(3) **Complete, Actionable Separation Package: No Less Than 60 Days From PTDY or Separation Leave.** CPPAs and command separation specialist must submit all required initial KSDs per [NPPSC 1900/2](#) or [NPPSC 1800/1](#) no less than 60 days prior to PTDY or separation leave or separation date (whichever is earlier). Do not delay the submission of initial KSDs to ensure a complete package. Additional KSDs may be submitted at a later date, if not yet available.

(4) Secondary KSDs Not Available 60 Days Prior To PTDY or Separation Leave Date. If medical and dental endorsements or other secondary required KSDs (e.g., separation evaluation, command check-out sheet, etc.) are not available, **do not delay package submission**. Annotate in eCRM case comments which documents are not yet available and an estimated completion date, if available.

Note 1: Per [MILPERSMAN 1900-808](#), a physical examination should be scheduled immediately following separation approval to preclude undue delay in separation upon receipt of separation authority. The physical examination, including a dental examination, will be given to all members within 6 months of separation.

Note 2: Do not delay obtaining obligated Service (OBLISERV) requirement for high-year tenure separations or Fleet Reserve and Retirements. Upon approved separation date, CPPAs and CSC will request required OBLISERV at the earliest opportunity.