

## MILPERSMAN 1900-015

### SEPARATION, FLEET RESERVE, AND RETIREMENT DOCUMENT SUBMISSION

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<b>Reference</b>	(a) BUPERSINST 1900.8F
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1. **Purpose**. This article provides procedures and timelines for submission of regular separation, Fleet Reserve transfer, and retirement request packages. For the purpose of this article, "separations" refer to separations, retirements, and Fleet Reserve transfers (excluding administrative separations, Temporary Disability Retired List, or the Permanent Disability Retired List).

2. **Policy**

a. Complete, actionable separation packages will be submitted to Transaction Service Center (TSC) Norfolk 5 to 9 months prior to the separation dates. For separation activities to meet Navy standard timelines per reference (a) and Defense Finance Accounting Service processing timelines, required key supporting documents (KSD) must be submitted no less than 120 days prior to the start of a Service member's separation date. Meeting the required submission timeline prevents undue delays in completing the separation orders and [DD 214](#) Certificate of Uniform Service and the processing of 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 permissive temporary duty (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. The following forms and documents are required per the timelines below when submitting a Service member's separation package:

(1) **Submit 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 9 months prior to the approved separation date. Enlisted end of active service separation orders may be issued as early as 9 months prior to the final separation date. To obtain separation orders, the command pay and personnel administrator (CPPA) must submit required KSDs to TSC Norfolk per [NPPSC 1900/2](#) NPPSC Separations Checklist or [NPPSC 1800/1](#) NPPSC Fleet Reserve/Retirement Checklist, as appropriate. Service members may retrieve their retirement approval messages 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). Refer to [MILPERSMAN 1800-020](#) to receive separation orders earlier than 9 months prior to the separation date.

(2) **Begin DD 214 Worksheet:** 5-9 months from separation date. CPPAs will submit the 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 120 days from commencement of 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 120 days prior to member's separation or retirement date. 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 120 Days Prior to PTDY or Separation Leave Commencement 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 the Enterprise Customer Relationship Management (eCRM) case comments which documents are not yet available and an estimated availability and completion date, if known.

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

Note 2: Do not delay obtaining obligated service requirement for high-year tenure separations or Fleet Reserve transfers and retirements. Upon receipt of an approved separation date, CPPAs and TSC will request required obligated service at the earliest opportunity.