



NPPSC Desk Guide

Retain-in-Service (RIS)- Step II.4

Create and Process Retain-in-Service (RIS) in NSIPS (TSC Clerk)

Updated: 30 April 2026

Purpose

This standard operating procedure (SOP) is intended to support Transaction Support Center (TSC) clerks with the procedures for processing a Retain-in-Service (RIS) request.

TSC clerks and supervisors will refer any questions or cases that appear to deviate from this guide to Navy Pay and Personnel Support Center (NPPSC) Military Personnel (MILPERS) Department.

Reference: NPPSC SOP: Retain-in-Service (RIS), Section II (TSC Clerk – Receive, Review, and Process Loss).

Create and Process Retain in Service in NSIPS

1. Click Retain in Service.
2. Click Use.
3. Click Retained Loss - Create.
4. Enter Employee ID (SSN), EMPL Record, or Name (LNAME, FNAME MI).
5. Click Search.
6. Refer to Image 1, if necessary.

Image 1



7. Enter the 'Date of Action' Date (Entered Date of Action must be no more than 30 days prior to and no more than 2 days after EAOS)
8. Select Reason code:
 - 0 Essential Service
 - 1 Medical Treatment (commonly used)
 - 3 Military Confinement
 - 5 Disciplinary Action Pending (commonly used)
 - 6 Officer Retired but Retained
 - 7 Stop Loss (Enlisted)
 - 8 Others
 - 9 Civilian Confinement
9. Enter 'Months to be Retained' (The Number of Months must be between 1 to 6 months)
10. Enter 'Retired Date.'
11. Enter Separation Program Designator Code. (Officers)
12. Click Save.
13. Select applicable Projected Release Date (date the transaction will be processed).

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14. Select the appropriate Role user.
15. Click OK to route the Activity Loss to the Personnel Supervisor for audit and release.
16. Refer to Image 2, if necessary.

Image 2

Retain Loss

Name:

Rank/Rate: PS1

Current DSC: 100

Appr Inst:

Appr Status:

Appr Action:

Comments

Retained Reason

Date of Action:

Reason Code:

Months to be Retained:

Retired Date:

Contract End Dt: 01/23/2027

Stop Loss Indicator:

Stop Loss Date:

Separation Program Designator Code: