NSIPS R&S Processing Functionality SOP

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to supplement the Active Duty and FTS Separations, Fleet Reserve/Retirement and RC Demobilization processes with NSIPS R&S component processing functionality. RnS is the first end to end process that integrates and streamlines the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. This functionality allows members to electronically initiate retirement or separation requests via NSIPS self-service, route them through their chain of command for review and recommendation and then electronically forward the request to Navy Personnel Command for a decision. This improvement provides transparency for Navy service members as to the status of their request, provides an integrated waiver process when needed, and provides an electronic notification of the final disposition of the request for both the member and the command. In addition, the process encompasses the generation of PCSR Officer Separation orders and proper routing and processing of the Separation Checklist, DD214 Worksheet/DD214, and Strength Loss transaction within NSIPS.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

		Other Links:
Command Leadership	CCC	Quick Links Page
Service Member	Com Sep Specialist	Roles & Responsibilities
CPPA	Command Reviewer	Best Practices
Separation Clerk	Reporting Senior	Reference's
Separation Supervisor	ISIC	Online Resources/Aids
TSC NAM	NPC	Forms
CLAM		Steps in numerical order

SYSTEMS & HELP DESK POCs

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/

BUMED INSTRUCTIONS

https://www.med.navy.mil/Directives/Instructions/

BUPERS INSTRUCTIONS

https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/

CPPA RESOURCES

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

DJMS

https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

DOD FMR

https://comptroller.defense.gov/FMR/

DOD INSTRUCTIONS / DIRECTIVES / FORMS

https://www.esd.whs.mil/Directives/issuances/dodi/

DON Memo dtd 30 June 2020

https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/

DON WEBSITE

https://www.doncio.navy.mil/

DS-11

https://travel.state.gov/content/travel/en/passports/how-apply/forms.html

JAG INSTRUCTION

https://www.jag.navy.mil/library/

JTR

https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

KSD

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/

MILPERSMAN

https://www.mynavyhr.navy.mil/References/MILPERSMAN/

NAVADMINS

https://www.mynavyhr.navy.mil/References/Messages/

NAVMED FORM

https://www.med.navy.mil/Directives/NAVMED-Forms/

NAVMED MANUAL

https://www.med.navy.mil/Directives/MANMED/

NAVPERS FORMS

https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

NAVSUPINST

https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/

NPPSC FORMS

https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business

OMPF

https://www.bol.navy.mil/

OPNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/opnav.aspx

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

SalesForce/eCRM

https://navynpc.my.salesforce.mil/

SECNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/secnav.aspx

SECNAV MANUALS

https://www.secnav.navy.mil/doni/manuals-secnav.aspx

SF FORMS

https://www.opm.gov/forms/standard-forms/

SGLV 8286

https://www.va.gov/life-insurance/options-eligibility/sgli/

US NAVY REGULATIONS

https://www.secnav.navy.mil/doni/navyregs.aspx

NP2

https://prodhr.np2.cloud.navy.mil/my.policy

TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.

TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.

Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."

CPPA: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.

Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

Command Level Access Manager (CLAM) – New role developed for the purpose of completing the Command Profile Set-up in NSIPS. Each Command must appoint at least one CLAM in order to be able to process the Retirements and Separations requests in NSIPS. Each CLAM must initiate and update the command's profile and set up designated users who will be responsible for routing RnS requests at the command level. Reserve or Active NSIPS Access Manager (NAM) – Existing role for a person in a Personnel Office or Naval Reserve Activity Unit Identification Code (UIC) with additional responsibilities to include Command Set up for HR Command's and the assignment of new roles needed at the Command level to implement Retirements and Separations. In addition, the HR Profile must be completed in NSIPS to assign new HR Command roles for the proper processing of the Separation checklist and the DD 214. Naval Personnel Command (NPC) System Administrator – New role developed for the purpose of approving and assigning NPC or CNRFC Command reviewers and approvers for the NSIPS Retirements and Separations process. Role is by PERS 2 appointment only.

Command Roles (Assigned in the Command Profile Tab) in NSIPS:

- **Service Member** – Responsible for initiating retirement/Separation request via NSIPS Self-Service, performing an eligibility check, and submitting the request electronically within the Chain of Command (CoC). Note: All NSIPS self-service users will automatically have access to complete the new R&S requests for retirement and/or separation for him/herself.

- **Command Separation Specialist** – Responsible for initiating and submitting R&S requests on behalf of the member (if required), initiating separation checklists, and reviewing and routing requests via the CoC.

- **Command Reviewer** – Responsible for reviewing R&S requests, making recommendations, providing comments if necessary, and routing requests via the CO.

- **Command Reporting Senior** – Responsible for reviewing R&S requests, making recommendations or adjudicating requests, providing comments if necessary, and routing requests via the CoC (ISIC) or to NPC for approval.

- **Immediate Superior in Command** (ISIC) – Responsible for viewing, reviewing, making recommendations and approving/adjudicating R&S requests routed from the subordinate command in cases where the request is for the Reporting Senior of the subordinate command or when special programs require ISIC endorsement.

Naval Reserve Activity Commands will have:

- **Reservist** – Reserve Role with Service Member responsibilities same as above

- **NRA Reporting Senior** – Reserve Role with responsibilities same as above

- **NRA Separation Specialist** – Reserve Role with responsibilities same as above

- **NRA Command Reviewer** – Reserve Role with responsibilities same as above

- **TSC/Transaction Support Center Roles** (Assigned in the HR Profile Tab) in NSIPS

- **Separations Clerk** – Personnel Clerk at the TSC/Personnel Office or Reserve Personnel Clerk at the Navy Operational Support Center (NRA) responsible for processing Enlisted and/or Officer Separations

- **Separations Supervisor** – Personnel Supervisor at the TSC/Personnel Office or Reserve Personnel Supervisor at the NRA responsible for reviewing/approving Enlisted and/or Officer Separations. The Separation Supervisor is assigned the role of Authorizing Official to sign the electronic DD 214.

- Per **NAVADMIN 273/17**, all users to begin using NSIPS for Retirements and Separations beginning 01 Jan 2018

- Commands have been directed to set up their command hierarchy for full Fleet utilization by 01 Jan 2018

- All officers submitting their voluntary resignation or retirement and all enlisted personnel submitting their request for early separation, retirement or transfer to the Fleet reserve must use NSIPS for requests initiated on or after 01 Jan 2018

- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

- Separation transactions are to be initiated and actionable **not later than 60 days before a member is scheduled to depart the command on leave/ PTDY.** Failure to do so will result in "Signature Unattainable" on the DD-214 and will possibly lead to delays in retirement pay.

- Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.

- Refer to **MPM 1070-111**, as required, to ensure NSIPS/ESR data is accurate and up to date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members separate from Active Duty or Reserve Service Members deactivate/demobilize. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.

- Distribution of DD 214: The distribution of all copies of DD 214 shall be made without delay. The original and copy number 4 are to be given to the Service Member in conjunction with their release from Active-Duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave, and associated travel. Other copies are to be distributed no later than the day following the effective date of separation (EAOS). Expeditious distribution of the DD 214 will assist the ex-Service Member in obtaining benefits and will also preclude invalid unemployment compensation payments. For distribution of all copies of DD214, refer to BUPERSINST 1900.8 series: **https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/**

- Run Projected Loss Reports in Navy Standard Integrated Personnel System (NSIPS) weekly to

identify Service Members within 6-8 months of Expiration of Active Obligated Service (EAOS); Expiration Term of Service (ETS).

- Run the Fleet Reserve (FLTRES) Authorization Report and the Expiration Term of Service (ETS) Report under the Expired Loss section in Navy Standard Integrated Personnel System (NSIPS).

- Forward Service Member a complete copy of the Separation package at least six months prior to separation. Maintain contact with the Service Member's Command, as needed, throughout the separation process.

- Verify all math computations on previously issued DD214s prior to using the information on current DD214, as prior computations are not always correct.

- Navy Personnel Records (paper and electronic) contain PII, which is protected by federal regulation. If a loss or compromise (i.e., breach) of PII should occur, consult the breach reporting resources available on the DON CIO website: **http://www.doncio.navy.mil/ContentView.aspx?ID=610**.

ID#	Doc ID	Title
1.	DoD FMR, Vol. 7A Chap 35	Separation Payments
2.	DoD FMR, Vol. 9	Department of Defense Financial Management Regulation http://comptroller.defense.gov/FMR/vol9_chapters.aspx
3.	DoN Memo dtd 30 June 2020	Revised Record Retention Requirements to Support DoN Financial Statement Audits https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
4.	OPNAVINST 1750.5 (Series)	Survivor Benefit Plan (SBP) Program
5.	OPNAVINST 1900.2 (Series)	Transition Assistance Program (TAP)
6.	OPNAVINST 1900.4 (Series)	Separation Pay for Involuntary Separation from Active Duty https://www.secnav.navy.mil/doni/opnav.aspx
7.	DoD Instruction 1327.06 w/ CH-3	Leave and Liberty Policy and Procedures
8.	DoD Instruction 1332.35	Transition Assistance Program (TAP) for Military Personnel https://www.esd.whs.mil/Directives/issuances/dodi/
9.	BUPERSINST 1900.8 (Series)	Certificate of Release or Discharge from Active Duty (DD 214) https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/
10.	MILPERSMAN 1050-400	Accrued Leave Creditable Upon Retirement
11.	MILPERSMAN 1050-120	Separation Leave
12.	MILPERSMAN 1070-270	Dependency Application
13.	MILPERSMAN 1133-062	Active Component and Full Time Support (FTS) To Selected Reserve (SELRES) Delayed Affiliation Program (DAP)
14.	MILPERSMAN 1133-090	New Accession Training (NAT) Program
15.	MILPERSMAN 1320-220	Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting
16.	MILPERSMAN 1800	Retirements - General
17.	MILPERSMAN 1810	Regular Nondisability Retirement
18.	MILPERSMAN 1811	Regular Non-Disability Retirement - Officer
19.	MILPERSMAN 1830	Fleet Reserve
20.	MILPERSMAN 1900	Separations - General (multiple articles within section)
21.	MILPERSMAN 1910	Enlisted Separations (multiple articles within section)
22.	MILPERSMAN 1910-702	General Guidance for Separation Authorities (SA)

ID#	Doc ID	Title
23.	MILPERSMAN 1910-812	Place of Separation
24.	MILPERSMAN 1916	Release from Active Duty, Reserve
25.	MILPERSMAN 1920	Officer Separations
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
26.	NAVADMIN 300/11	Use of Pre-Separation Counseling Checklist (DD Form 2648 and 2648-1)
27.	NAVADMIN 163/12	Implementation of DoD Policy Allowing Reserve Component Leave Carryover
28.	NAVADMIN 066/16	Navy Audit Document Retention Guidance
29.	NAVADMIN 085/17	Servicemember's Group Life Insurance Online Enrollment System (SOES)
30.	NAVADMIN 273/17	Implementation of Retirements and Separations Functionality Within Navy Standard Integrated Personnel System
31.	NAVADMIN 192/18	Increased High Year Tenure Waiver Opportunities for E7-E9
32.	NAVADMIN 223/18	Modifications to High Year Tenure Length of Service Gates for Active, Full Time Support, and Selected Reserve Command Master Chiefs
33.	NAVADMIN 288/22	High Year Tenure Plus Pilot
		https://www.mynavyhr.navy.mil/References/Messages/
34.	MPA 49/15	New ADS Access Request Procedures and Recert Requirements for Personnel Assigned to Pay UICs
35.	MPA 19/19	Elimination of Travel Advances for Separation and Retirement
36.	MPA 08/22	Updated Separation Payment Procedures
37.	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
38.	PPIB 13-14	131402: Distribution of Copy Number 5 of DD-214 131403: Scanning Requirements for E-Submission of Documents
39.	PPIB 19-15	Travel Advances for Separation and Retirement
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

#	Website Sponsor	Title and Link
1.	MyNavy HR	BUPERS Online (BOL) • LiveCycle (NPC Document Services) • OMPF https://www.bol.navy.mil/
2.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my.policy
3.	CNIC	Commander Navy Installations Command (CNIC) Transition Assistance Program https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-andFamily-Life/Transition-Assistance/
4.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
5.	MyNavy HR	Enlisted Separations https://www.mynavyhr.navy.mil/Career-Management/Personnel-Conduct-Sep/Enlisted-Separations/
6.	MyNavy HR	Personnel Conduct & Separations https://www.mynavyhr.navy.mil/Career-Management/Personnel-Conduct-Sep/
7.	MyNavy HR	Enlisted Favorable Separations https://www.mynavyhr.navy.mil/Career-Management/Retirement/Enlisted-Favorable-Separations/
8.	MyNavy HR	Retirement https://www.mynavyhr.navy.mil/Career-Management/Retirement/
9.	MyNavy HR	Transition https://www.mynavyhr.navy.mil/Career-Management/Transition/
10.	MyNavy HR	Transition TAP https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/
11.	MyNavy HR	PLAIN TALK FOR SAILORS Transition Assistance Program (TAP) https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/
12.	MyNavy HR	Separation and Retirement Resources https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/Resources/
13.	MyNavy HR	Career Counseling

#	Website Sponsor	Title and Link
		https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/
14.	MyNavy HR	Career Counseling Career Waypoints (C-WAY)
		https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/
15.	U.S. Department of Labor, Employment & Training Administration	My Next Move O*NET Interest Profiler
		http://www.mynextmove.org/explore/ip
16.	Veterans Affairs and Department of Defense	eBenefits
		https://www.ebenefits.va.gov/ebenefits-portal
17.	Veterans Affairs	Veterans' Group Life Insurance (VGLI)
		http://benefits.va.gov/insurance/vgli.asp
18.	Naval Education and Training Professional Development and Technology Center (NETPDTC)	Joint Services Transcript (JST) (formerly SMART Transcript)
		https://jst.doded.mil/smart/signIn.do
19.	OPNAV	U.S. Navy Awards (formerly Navy Department Awards Web Services (NDAWS))
		https://awards.navy.mil
20.	Department of Defense	DoD TAP Transition Assistance Program Resources/FAQ
		https://www.dodtap.mil/resources.html
21.	Defense Finance and Accounting Service (DFAS)	My Pay
		https://mypay.dfas.mil/mypay.aspx
22.	Defense Manpower Data Center (DMDC)	Transition Assistance Program
		https://www.dmdc.osd.mil/tacl
23.	Defense Manpower Data Center (DMDC)	Transition GPS: Verification of Military Experience & Training (VMET)
		https://www.dmdc.osd.mil/tgps/

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master of Military Pay Account (MMPA) Guide
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	SPAWARSYSCEN-ATLANTIC (PMW 240-T)	NSIPS Pers/Pay Job Performance Aids (JPA) Separations
		https://www.nsips.cloud.navy.mil/nsipsclo landing/documents/NSIPSTrainingTutorial/content/nsips roles/getting started/nsipstutorials.htm
3.	SPAWARSYSCEN-ATLANTIC (PMW 240-T)	NSIPS RnS User Productivity Kits (UPK)
		https://www.nsips.cloud.navy.mil/upk/rns/train/full/data/toc.html
4.	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

#	Form #	Title
1.	OPNAV 5511/14	Security Termination Statement
		https://www.secnav.navy.mil/dusnp/forms/forms/allitems.aspx
2.	DD214	Certificate of Release or Discharge from Active Duty (Controlled)
3.	DD214-1	Certificate of Uniformed Service, Reserve Component Addendum
4.	DD215	Correction to DD Form 214/214-1, Certificate of Uniformed Service
5.	DD884	Application For Transportation of Dependents
6.	DD2656	Data for Payment of Retired Personnel
7.	DD2586	Verification of Military Experience and Training
8.	DD2963	Service Treatment Record (STR) Certification
9.	DD1351-2	Travel Voucher or Sub voucher
10.	DD1351-2C	Travel Voucher or Sub voucher (Continuation Sheet)
		https://www.esd.whs.mil/Directives/issuances/dodi/
11.	NAVPERS 1306/97	Reserve Affiliation Screening Checklist and Contact Information Sheet
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
12.	NPPSC 1800/1	Fleet Reserve/Retirement Checklist
13.	NPPSC 1900/1	Separation Questionnaire
14.	NPPSC 1900/2	NPPSC Separations Checklist
15.	NPPSC 4650/1	Passenger Reservation Request
16.	SECNAV 7000.8T	Leave Request/Authorization
		https://www.secnav.navy.mil/doni/NFOL/SECNAV/SECNAV%20Forms/SECNAV%207000_8T.pdf
17.	NAVPERS 1070/613	Administrative Remarks
18.	NAVPERS 1070/621	Agreement to Extend Enlistment
19.	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Establish, update, and maintain command profile in NSIPS	Establish, update, and maintain command profile in NSIPS. Summary: **NAVADMIN 273/17** released November 2017 announced the implementation of Retirements and Separations (R&S) functionality within the Navy Standard Integrated Personnel System (NSIPS). R&S is the first end to end process that will integrate and streamline the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. There are multiple Command roles which must be assigned in the R&S functionality before the service member will be allowed to process retirement or separation requests in NSIPS.
1.1	Designate a Command NSIPS NAM or CLAM	Command Leadership designates a NSIPS NAM or CLAM, as appropriate. Reserve or Active NSIPS Access Manager (NAM) - Existing role for a person in a Personnel Office or Naval Reserve Activity Unit Identification Code (UIC) with additional responsibilities to include Command set up for HR Commands and the assignment of new roles needed at the Command level to implement Retirements and Separations. In addition, the HR Profile must be completed in NSIPS to assign new HR Command roles for the proper processing of the Separation checklist and the DD 214. Command Level Access Manager (CLAM) - New role developed for the purpose of completing the Command Profile set up in NSIPS. Each Command must appoint at least one CLAM in order to be able to process the Retirements and Separations requests in NSIPS. (This includes military personnel commands attached to NPC). Each CLAM must initiate and update the command's profile and set up designated users who will be responsible for routing RnS requests at the command level.
1.2	Is Network Access Manager designee a CLAM for command or NAM for the TSC/Personnel Office	Is Network Access Manager designee a CLAM for command or NAM for the TSC/ Personnel Office? CLAM **Go to 1.3** TSC NAM **Go to 1.5**

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: • Career counseling and guidance from the chain of command/CCC. • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review. • Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. Important Note: Pages from the ESR are printed and submitted to the OMPF following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/TSC because only verified transactions post to printed documents.
2.5	Determine Service Member's career intentions	Command Leadership (CDB) and Service Member determine Service Member's career intentions. Information to assist Career Counselors administering the Military Life Cycle (MLC) portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: **https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/**

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: • Career counseling and guidance from the chain of command/CCC. • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review. • Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. Important Note: Pages from the ESR are printed and submitted to the OMPF following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/TSC because only verified transactions post to printed documents.
2.1	Review ESR and OMPF	Service Member reviews ESR and OMPF approximately twelve months before separation. Note: Service Member should re-review ESR and OMPF approximately six months before separation while completing **NPPSC 1900/1** Separation Questionnaire to ensure ESR is accurate to support TSC preparation of the Service Member's DD214. Refer to ESR webpage on MyNavy HR website as required. The "ESR Quick Start for all Sailors" assists the Service Member with navigating to the various links, sections, and pages within the ESR. It provides an overview of the contents as it relates to the OMPF. **https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/** Perform the following: Using CAC-enabled computer with Internet access, login to ESR at: Login to CIMS at: **https://www.nsips.cloud.navy.mil/my.policy**.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System. The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current. At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar): • Dependency Data (submitted to OMPF as form NAVPERS 1070/602) • Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) • Training Summary (submitted to OMPF as form NAVPERS 1070/881) • Honors and Awards (submitted to OMPF as form NAVPERS 1070/880) Important Note: To protect Service Member's PII when exiting ESR, click "Sign out" in the top right-hand corner and close the browser window.
2.2	Update ESR, if required	Service Member updates ESR, if required. Service Member contacts CPPA or CCC to obtain information and assistance regarding how to update personnel records. CPPA or CCC works with Personnel Office or servicing TSC to make all necessary updates, when required. Update NAVPERS 1070/602 (Dependency Application), as applicable. Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable. Access Legacy Page 2 or RED/DA SOP, as applicable, at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.4	Verify ESR update/correction occurred	Service Member verifies ESR update/correction occurred, if required.
2.5	Determine Service Member's career intentions	Command Leadership (CDB) and Service Member determine Service Member's career intentions. Information to assist Career Counselors administering the Military Life Cycle (MLC) portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: **https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/**
3	Receive & verify Separation Authority	Receive and verify Separation Authority
3.1	Perform Eligibility Check	Service Member/Command Separation Specialist perform Eligibility Check Regular (Active Duty) - Enlisted Regular (Active Duty) – Officer Non-Regular (Reserves) - Enlisted Non-Regular (Reserves) – Officer R&S Calculation of Minimum Tour for Separation (MTS) - The systematic calculation of MTS for service members serving on CONUS Sea and Shore duty has changed as follows: • CONUS Sea Duty: Twelve (12) months from the data reported on board. • CONUS Shore Duty: 24 months from the date reported onboard. If during the R&S system generated eligibility check the service member does not meet these gates as of the Requested Retirement or Fleet Reserve Date, then the system shall require the user to submit a waiver with the request.
3.2	Did Eligibility Check result in a Hard Stop	Did Eligibility Check result in a Hard Stop? When Eligibility Check results in a hard STOP based upon failure to meet minimum service dates (e.g., Total Time in Service, 20 Years, 0 Months, 0 Days) the system will not allow the Service Member to select the Begin

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Request button.
		If Yes, go to Stop If No, **go to 3.3**
3.5	Is Service Member being involuntarily separated?	Is Service Member being involuntarily separated? Refer to **OPNAVINST 1900.4**, **MILPERSMAN 1920-040**, and **1133-062** as required. Refer also to **NAVADMIN 288/22** for modifications to enlisted high year tenure Length of Service (LOS) gates, eligibility guidelines, and Involuntary Separation Pay for active duty and full-time support personnel. Service Members who are being involuntarily separated from Active Duty to include Officer Failure of Selection, C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc., may be eligible for Involuntary Separation Pay (ISP) contingent upon agreement to serve in the Ready Reserve. The Ready Reserve consists of both the Selected Reserves (SELRES) and the Individual Ready Reserve (IRR). If Yes, go to 3.6 If No, **go to 4**. Service Members who are involuntarily separated from Active Duty and subsequently approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for Involuntary Separation Pay (ISP). **Refer to MPM 1133-062, para 8.**
3.6	Comply with ISP Requirements set forth in reference documents	Comply with ISP Requirements set forth in reference documents. Refer to **OPNAVINST 1900.4** (Series), **MILPERSMAN 1910-050, 1920-040, and 1133-062** as required. Refer also to **NAVADMIN 288/22** for recent policy changes.

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Process separation request for NPC approval	Process separation request for NPC approval
4.1	Initiate Separation/ Retirement request using the RnS Component.	Service Member (or Command Separation Specialist on Member's behalf) initiates the Separation/Retirement request using the RnS Component. After Service Member performs successful eligibility check, Service Member initiates Retirement/Separation request via NSIPS Self-Service and submits the request electronically within the Chain of Command (CoC). Once the Service Member has completed the process of filling out the request it is then routed for approval. • Click the Route for Approval link. • Select the Command Separation Specialist. • Click the Route Request button. Next level Reviewer is notified via e-mail.
4.2	Initiate/Create Active-Duty NSIPS Separation Checklist	Service Member (or Command Separation Specialist on Member's behalf) initiates/creates Active-Duty NSIPS Separation Checklist
4.11	Check Status of Separation Request	Service Member checks status of their Separation Request, if required Procedure for a Service Member to Check Status of a Request in NSIPS: 1. Go to the NSIPS web page: **https://www.nsips.cloud.navy.mil/my.policy** 2. Click [OK] to acknowledge DOD NOTICE AND CONSENT BANNER 3. Select Self Service Account and click the [LOGON] button. 4. Click [Accept] button on the PRIVACY ACT STATEMENT 5. Navigate as follows: Main Menu>Employee Self Service>Retirements and Separations>Request Home 6. If one or more requests exist on the Service Member there will be a Requests box with the Approval Instance Number, Request Process Type (Original, Modification or Cancellation), Request Type (i.e., Regular Officer Retirement), an Approval Status (Pending, Approved or Disapproved), a

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Requested Date, a Creation Date, and a button to [View Request]. 7. Click on [View Request] button. 8. The Request will open, and a warning message will pop up stating that the user does not have access to modify the request (if the request is not currently routed to them for action). Click [OK]. 9. Click on the History hyper-link that exists in the top left below the 'Retirements and Separations - Request' page heading and above the Service Member's Name. 10. A Request History pop-up will appear showing details of all routing steps the request has gone through so far including, Action Date/Time, Username, Users Role, Resulting Status, Routed To and Role Routed To.
5	Compile and submit eCRM case for separation/retirement request	Compile all supporting documents and submit eCRM case for separation/retirement request.
5.1	Compile all documents for case submission	Service Member compiles all KSDs listed in accordance with checklist (NPPSC 1800/1 OR NPPSC 1900/2) and reviews documents with CPPA. Obtain required forms from: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
6	Create eDD214 in NSIPS	Create eDD214 in NSIPS and review, approve, and forward DD214 Worksheet to NPC LiveCycle
6.3	Receive notification DD214 is ready for review in NSIPS	Service Member receives notification DD214 is ready for review
6.4	Review DD214 Worksheet	Service Member reviews DD214 Worksheet
6.5	Review, correct, if necessary, and approve DD214 in NPC LiveCycle	Service Member/Separation Supervisor review, correct, if necessary, and approve DD214 in NPC LiveCycle If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make

STEP #	FLOW TEXT	ADDITIONAL TEXT
		the required correction and resubmit to LiveCycle for creation of the DD214. If the Service Member and the Separation Supervisor/Authorizing Official (AO) sign the DD214, the status will be updated to 'XXXXXX'. The DD214 will be sent to EMPRS, and the data will be sent to DMDC the day following the date of separation. Is DD214 correct? If Yes, go to Step 6.6 If No, go to Step 7
7	Review DD214 in BOL Document Services	Review and (correct if needed) DD214 in BOL Document Services and sign DD214 electronically
7.1	Receive notification DD214 is ready for review	Service Member receives notification DD214 is ready for review. Once the data is processed and accepted by LiveCycle, an auto-generated e-mail will be sent by LiveCycle to the Service Member indicating the DD214 is available for review/signature in the Navy Personnel Command Document Services Workspace.
7.2	Review DD214 in NPC LiveCycle	Service Member reviews DD214 in NPC LiveCycle Once the DD214 data has been applied to LiveCycle, the status will be updated to reflect 'XXXXXX'. The member can either follow the link provided in the email notification or the link provided with the DD214WS to log into Navy Personnel Command BUPERS Online (BOL) Document Services workspace and review/sign the DD214. • Member reviews • Member identifies discrepancy requiring correction, if required • Member review completed and DD214 Valid for Signature • Member submits to Separation Supervisor/Authorizing Official (AO)
7.3	Does Service Member identify discrepancies requiring correction	Does Service Member identify discrepancies requiring correction? If Yes, go to 7.4 If No, go to 7.5

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.4	Correct DD214	Service Member corrects DD214. If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required correction and resubmit to LiveCycle for creation of the DD214. Go to 7.1
7.5	Digitally sign and submit DD214 to Authorizing Official	Service Member digitally signs and submits DD214 to Authorizing Official An auto-generated email will be sent by LiveCycle to the Separation Supervisor/Authorizing Official (AO) indicating the DD214 is available for review/signature in the Navy Personnel Command Document Services Workspace.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: • Career counseling and guidance from the chain of command/CCC. • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review. • Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. Important Note: Pages from the ESR are printed and submitted to the OMPF following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/TSC because only verified transactions post to printed documents.
2.3	Submit corrections to the ESR	CPPA submits corrections to the ESR, if required. CPPA works with Personnel Office or servicing TSC to make all necessary corrections, when required.
3	Receive and verify Separation Authority	Receive and verify Separation Authority
3.2	Did Eligibility Check result in a Hard Stop	Did Eligibility Check result in a Hard Stop? When Eligibility Check results in a hard STOP based upon failure to meet minimum service dates (e.g., Total Time in Service, 20 Years, 0 Months, 0 Days) the system will not allow the Service Member to select the Begin Request button. If Yes, go to Stop If No, **go to 3.3**

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.3	Receive and verify Separation authority	CCC/CPPA receives and verifies Separation authority from the Member, if applicable. Separation authority can be based on various sources depending on the circumstances and nature of the separation. For Officers Only, the separation authority is provided via a set of orders issued by NPC received through NSIPS; downloaded from BUPERS BOL; via Naval message. For Enlisted personnel, separation authority can be received in the form of Naval message or letter from Commanding Officer or higher authority, as in the case of Administrative Separations (ADSEPS), or be based on local/broad authority such as separation at the EAOS per the Military Personnel Manual (MILPERSMAN). Current force shaping initiatives, such as C-WAY or new HYT limits, will also result in separation processing and supporting documentation (e.g., C-WAY Reenlistment/Rate Conversion Disapproval notification). For the purpose of this SOP, the term "separation authority" will apply to any of the situations described above. NSIPS separation travel orders are prepared by local TSC in the NSIPS order writing module. Note 1: Refer to **MPM 1133-090** when processing Release from Active Duty (RAD) for Service Members under the New Accession Training (NAT) Programs. Note 2: Refer to **MPM 1133-062** when processing Active Component (AC) and Training and Administration of the Reserves (TAR) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).
3.5	Is Service Member being involuntarily separated?	Is Service Member being involuntarily separated? Refer to **OPNAVINST 1900.4**, **MILPERSMAN 1920-040**, and **1133-062** as required.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Refer also to **NAVADMIN 288/22** for modifications to enlisted high year tenure Length of Service (LOS) gates, eligibility guidelines, and Involuntary Separation Pay for active duty and full-time support personnel. Service Members who are being involuntarily separated from Active Duty to include Officer Failure of Selection, C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc., may be eligible for Involuntary Separation Pay (ISP) contingent upon agreement to serve in the Ready Reserve. The Ready Reserve consists of both the Selected Reserves (SELRES) and the Individual Ready Reserve (IRR). If Yes, go to 3.6 If No, go to 4. Service Members who are involuntarily separated from Active Duty and subsequently approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for Involuntary Separation Pay (ISP). **Refer to MPM 1133-062, para 8.**
3.6	Comply with ISP Requirements set forth in reference documents	Comply with ISP Requirements set forth in reference documents. Refer to **OPNAVINST 1900.4** (Series), **MILPERSMAN 1910-050, 1920-040, and 1133-062** as required. Refer also to **NAVADMIN 288/22** for recent policy changes.
4	Process separation request for NPC approval	Process separation request for NPC approval
4.11	Check Status of Separation Request	Service Member checks status of their Separation Request, if required Procedure for a Service Member to Check Status of a Request in NSIPS: 1. Go to the NSIPS web page: **https://www.nsips.cloud.navy.mil/my.policy** 2. Click [OK] to acknowledge DOD NOTICE AND CONSENT BANNER 3. Select Self Service Account and click the [LOGON] button. 4. Click [Accept] button on the PRIVACY ACT STATEMENT

STEP #	FLOW TEXT	ADDITIONAL TEXT
		5. Navigate as follows: Main Menu>Employee Self Service>Retirements and Separations>Request Home 6. If one or more requests exist on the Service Member there will be a Requests box with the Approval Instance Number, Request Process Type (Original, Modification or Cancellation), Request Type (i.e., Regular Officer Retirement), an Approval Status (Pending, Approved or Disapproved), a Requested Date, a Creation Date, and a button to [View Request]. 7. Click on [View Request] button. 8. The Request will open, and a warning message will pop up stating that the user does not have access to modify the request (if the request is not currently routed to them for action). Click [OK]. 9. Click on the History hyper-link that exists in the top left below the 'Retirements and Separations - Request' page heading and above the Service Member's Name. 10. A Request History pop-up will appear showing details of all routing steps the request has gone through so far including, Action Date/Time, Username, Users Role, Resulting Status, Routed To and Role Routed To.
5	Compile and submit eCRM case for separation/retirement request	Compile all supporting documents and submit eCRM case for separation/retirement request.
5.1	Compile all documents for case submission	Service Member compiles all KSDs listed in accordance with checklist (NPPSC 1800/1 OR NPPSC 1900/2) and reviews documents with CPPA. Obtain required forms from: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
5.2	Verify all supporting documents	CPPA verifies checklist items and submits case to TSC via eCRM.
5.3	Submit all forms	CPPA submits all forms to TSC via eCRM 5-9 months prior to separation/ retirement leave or Permissive Temporary Duty (PTDY). In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: • Last Name, then space • First Name, then space • Name of Entitlement Refer to **NPPSC 1800/1 or NPPSC 1900/2** for list of KSDs required 5-9 months prior to separation/ retirement leave or Permissive Temporary Duty (PTDY).
5.4	Submit additional documentation (Secondary Checklist items) to TSC via eCRM.	CPPA submits additional documentation (Secondary Checklist items) to TSC via eCRM. Refer to above for eCRM case file naming convention. Refer to **NPPSC 1800/1 or NPPSC 1900/2** for list of KSDs required any time prior to Separation date or Fleet Reserve/Retirement date.
6	Create eDD214 in NSIPS	Create eDD214 in NSIPS and review, approve, and forward DD214 Worksheet to NPC LiveCycle
6.3	Receive notification DD214 is ready for review in NSIPS	Service Member receives notification DD214 is ready for review
	STOP	

STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Create eDD214 in NSIPS	Create eDD214 in NSIPS and review, approve, and forward DD214 Worksheet to NPC LiveCycle
6.1	Initiate DD214 Worksheet	Separation Clerk initiates DD214 Worksheet Note: Ensure all contingency operations are included in block 18, as applicable.
6.2	Populate applicable checklist items on the NSIPS Separation Checklist.	Separation Clerk populates applicable checklist items on the NSIPS Separation Checklist.
7	Review DD214 in BOL Document Services	Review and (correct if needed) DD214 in BOL Document Services and sign DD214 electronically
7.10	Distribute remaining DD214 copies	Separation Clerk distributes remaining DD214 copies to appropriate agencies IAW BUPERSINST 1900.8 (Series). Important Note: When processing legacy DD 214's, DO NOT MAIL Copy 3 to the VA anymore. Discard Copy 3 IAW Personal Identifiable Information (PII) regulations. If DD 214 data is required by the VA Office, they can access the member's Official Military Personnel File (OMPF) via Defense Personnel Records Information Retrieval System (DIPRIS) to retrieve the data they require.
8	Process Strength Loss in NSIPS R&S component	Process Strength Loss in NSIPS Active-Duty Strength Loss is automatically placed into the worklist of the Personnel Supervisor(s) designated by the CLAM as Separation Supervisor. This is done for Active-Duty Strength Losses 120 days from the approved Separation Date. The Strength Loss is auto populated with data from the approved Retirement or Separation Request. Note: Ensure Strength loss date and DD214 separation date match.

STEP #	FLOW TEXT	ADDITIONAL TEXT
8.1	Create Strength Loss in NSIPS	Separation Clerk creates Strength Loss in NSIPS
8.2	Complete final verification and mark eCRM case "Supervisor Review"	Separation Clerk completes final verification and marks eCRM case "Supervisor Review".
8.3	Compile Retain File	Separation Clerk compiles Retain File. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years. Separations Retain File may contain the following, as applicable: • Copy of Completed Command/Installation Checkout Sheet • Completed NPPSC 1900/2 Separations Checklist • Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty) • Copy of Original Separation Orders with email confirming receipt of orders from NavyPCSOrders • * Copy of signed ADSEP letter (if applicable) • * Copy of Approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave • * Copy of Approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • Separation Evaluation • Copies of all NAVPERS 1070/613s (Administrative Remarks) • Signed DD 2648 eForm • Completed NPPSC 1900/1 Separation Questionnaire • Separation Pay Worksheet

STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Copy of NSIPS Strength Loss (E503)
		• * Reserve Contract (ISP recipients only), including Administrative Remarks
		FLTRES/Retirement Retain File may contain the following, as applicable:
		• Copy of completed Command/Installation Checkout Sheet
		• Completed NPPSC 1800/1 Fleet Reserve/Retirement Checklist
		• Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty)
		• FLTRES/Retirement Orders with email confirming receipt of orders from NavyPCSOrders
		• Signed DD 2648 eForm
		• Copy of FLTRES/Retirement Authorization
		• Copy of NSIPS Strength Loss (E503)
		• * Copy of approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave
		• * Copy of approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders
		• Copy of DD2656 (Data for Payment of Retired Personnel) 'SBP Election' with e-mail confirmation
		• Completed NPPSC 1900/1 Separation Questionnaire
		• Copy of NAVPERS 1070/602 (Dependency Application)
		• Separation Pay Worksheet
8.5	Did Strength Loss (E503) post in MMPA?	Did Strength Loss (E503) post in MMPA? Verify NT and N7 to check for rejects or recycles. If it is more than 10 days before the Loss date, only N7 will post to MMPA. An E503 transaction readies the pay account for the approaching separation date and triggers separation related management notices to the separation activity. Input transactions continue to process against the pay account after an E503 transaction is submitted.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		A rejected E503 transaction causes an NN entry to be created on the Service Member's MMPA. The NN entry reflects the exact original E5 input. The reject must be resolved in a timely manner to complete the separation process. Processing an E506-CANCEL FINAL SEPARATION transaction will remove the NN entry. The E503 transaction triggers a pending separation on the MMPA which provides notices to the field giving projected bonus recoupment and excess leave recoupment information. It re-computes existing debt amounts for collection prior to date of separation and gives projected separation debt information.
8.6	Determine reason for posting delay	Separation Clerk/ Separation Supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Establish, update, and maintain command profile in NSIPS	Establish, update, and maintain command profile in NSIPS. Summary: **NAVADMIN 273/17** released November 2017 announced the implementation of Retirements and Separations (R&S) functionality within the Navy Standard Integrated Personnel System (NSIPS). R&S is the first end to end process that will integrate and streamline the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. There are multiple Command roles which must be assigned in the R&S functionality before the service member will be allowed to process retirement or separation requests in NSIPS.
1.6	Verify/establish BUPERS On-Line (BOL) LiveCycle Role Set-up, as required.	Separation Supervisor verifies/establishes BUPERS On-Line (BOL) LiveCycle Role Set-up, as required. As part of the DD214 automated process, NSIPS interfaces with BOL LiveCycle (NPC Document Services) to digitally sign and auto-distribute the DD214 including distribution to the Official Military Personnel File (OMPF). Therefore, user role set-up is also required for BOL LiveCycle. The Supervisor assigned to the NSIPS role of Separation Supervisor within the HR Profile Manager tab needs to ensure they have access to BOL and to the Navy Personnel Command Document Services. In most cases, the Supervisor (military and civilian) already has access. Access may be verified by logging into the BOL menu page at: **https://www.bol.navy.mil**. If able to log onto the menu page, make sure you also have access to "Navy Personnel Command Document Services." As with all new system access requests, the user unable to log into the BOL menu page must request access to BOL by completing the SAAR OPNAV Form 5239/14 and indicating Annual Information Awareness (IA) training and the date of completion. When completing Part I of the SAAR, the following information specific to BOL should be entered: • System Name: BOL (NPC Document Services) • Location (System): Millington, TN • Justification for Access: DD214 Separation Supervisor • Check "Authorized" in Block 12 • Check "Need to Know Verification" in Block 14

STEP #	FLOW TEXT	ADDITIONAL TEXT
		• After completion of Part I, Digitally sign in Block 24 The form is then released to the requestor's supervisor to complete and sign Part II - Supervisor Information. After approval, the Supervisor submits to **BUPERS07 IT EOC.FCT@navy.mil** for processing.
6	Create eDD214 in NSIPS	Create eDD214 in NSIPS and review, approve, and forward DD214 Worksheet to NPC LiveCycle
6.5	Review, correct, if necessary, and approve DD214 in NPC LiveCycle	Service Member/Separation Supervisor review, correct, if necessary, and approve DD214 in NPC LiveCycle If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required correction and resubmit to LiveCycle for creation of the DD214. If the Service Member and the Separation Supervisor/Authorizing Official (AO) sign the DD214, the status will be updated to 'XXXXXX'. The DD214 will be sent to EMPRS, and the data will be sent to DMDC the day following the date of separation. Is DD214 correct? If Yes, go to Step 6.6 If No, go to Step 7
6.6	Conduct final review of DD 214 Worksheet and forward to NPC LiveCycle	Separation Supervisor conducts final review of DD 214 Worksheet and forwards to NPC LiveCycle
6.7	Set the NSIPS Separation Checklist to completed status	Separation Supervisor sets the NSIPS Separation Checklist to completed status
7	Review DD214 in BOL Document Services	Review and (correct if needed) DD214 in BOL Document Services and sign DD214 electronically

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.6	Review DD214 in NPC LiveCycle	Separation Supervisor/Authorizing Official (AO) reviews DD214 in NPC LiveCycle Once the DD214 data has been applied to LiveCycle, the status will be updated to reflect 'XXXXXX'. The Separation Supervisor/Authorizing Official (AO) can either follow the link provided in the email notification or the link provided with the DD214WS to log into Navy Personnel Command Document Services Workspace and review/sign the DD214. • AO reviews • AO identifies discrepancy(ies) requiring correction • AO review completed and DD214 Valid for Signature
7.7	Does Separation Supervisor identify discrepancies requiring correction	Does Separation Supervisor/Authorizing Official (AO) identify discrepancies requiring correction? If Yes, go to 7.8 If No, go to 7.9
7.8	Correct DD214	Separation Supervisor/Authorizing Official (AO) corrects DD214. If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required correction and resubmit to LiveCycle for creation of the DD214. Go to 7.1
7.9	Digitally sign and complete DD214	Separation Supervisor/Authorizing Official (AO) digitally signs and completes DD214
8	Process Strength Loss in NSIPS R&S component	Process Strength Loss in NSIPS Active-Duty Strength Loss is automatically placed into the worklist of the Personnel Supervisor(s) designated by the CLAM as Separation Supervisor. This is done for Active-Duty Strength Losses 120 days from the approved Separation Date. The Strength Loss is auto populated with data from the approved Retirement or Separation Request. Note: Ensure Strength loss date and DD214 separation date match.

STEP #	FLOW TEXT	ADDITIONAL TEXT
8.4	Review, approve and release Strength Loss in NSIPS	Separation Supervisor reviews, approves, and releases Strength Loss in NSIPS
8.6	Determine reason for posting delay	Separation Clerk/ Separation Supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS
8.7	Verify Strength Loss posted in MMPA five days after separation	Separation Supervisor verifies Strength Loss posted five days after separation. Verify Strength Loss posted in MMPA LOPG/L0OG. If Strength Loss did not post, supervisor contacts NSIPS for resolution. Verify "T" Status on SA screen in MMPA JJAA. If "T" status did not post, supervisor contacts DFAS for resolution. If TSC was required to process separation leave as regular leave, due to leave reject or open FID 23, then verification of Strength Loss posting will be one day after Strength Loss is released. Check MMPA LOPG/L0OG and MMPA JJAA after one update cycle but wait two update cycles before taking corrective action.
8.8	Did Service Member's account go to "V" status in MMPA/JJAA?	Did Service Member's account go to "V" status in MMPA/JJAA? 20 days after Separation date, enter verb JJAA and verify Service Member's "V" status reflects in SA. If No, go to 8.9. If Yes, go to 8.10
8.9	Submit DWOWS ticket for resolution	Separation Supervisor submits DWOWS ticket for resolution. Refer to MPA 03/15, Navy Field Separation Requests to DFAS Offices, for additional documentation and submission requirements regarding closed "V" status DJMS-AC accounts

STEP #	FLOW TEXT	ADDITIONAL TEXT
8.10	Complete final verification and close eCRM case	Separation Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
		STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Establish, update, and maintain command profile in NSIPS	Establish, update, and maintain command profile in NSIPS. Summary: **NAVADMIN 273/17** released November 2017 announced the implementation of Retirements and Separations (R&S) functionality within the Navy Standard Integrated Personnel System (NSIPS). R&S is the first end to end process that will integrate and streamline the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. There are multiple Command roles which must be assigned in the R&S functionality before the service member will be allowed to process retirement or separation requests in NSIPS.
1.2	Is Network Access Manager designee a CLAM for command or NAM for the TSC/Personnel Office	Is Network Access Manager designee a CLAM for command or NAM for the TSC/ Personnel Office? CLAM **Go to 1.3** TSC NAM Go to 1.5
1.5	Manage role permissions to User accounts as needed within the HR Command to support RnS processing in NSIPS	TSC NAM manages role permissions to User accounts as needed within the HR Command to support Retirements and Separations processing in NSIPS. The NAM will be responsible for setting up and updating the HR profile for the TSC or Personnel Office that supports each command. It is imperative that each TSC and Personnel Office have their roles properly set up in the HR Profile Manager in NSIPS. The proper routing and processing of the Separation Checklist and the DD 214 are dependent upon this Set up to include identifying individuals at the TSC/Personnel Office/NRA (roles of Separation Clerk and Separation Supervisor) who are to be notified of the status of a Separation Request, access to the Separation Checklist, DD214 Worksheet/DD214, and Strength Loss transaction. The HR Commands will leverage existing accounts to support the additional Retirements and Separations functionality. The functionality to assign roles to users is the same as the Command Profile (above). The difference is the users eligible to be selected are users who are in NSIPS with approved

Landing Page

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Personnel Clerk or Personnel Supervisor accounts at an HR Command. HR Command RnS role assignments include: • Separation Clerk • Separation Supervisor

STOP

RnS SOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Establish, update, and maintain command profile in NSIPS	Establish, update, and maintain command profile in NSIPS. Summary: **NAVADMIN 273/17** released November 2017 announced the implementation of Retirements and Separations (R&S) functionality within the Navy Standard Integrated Personnel System (NSIPS). R&S is the first end to end process that will integrate and streamline the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. There are multiple Command roles which must be assigned in the R&S functionality before the service member will be allowed to process retirement or separation requests in NSIPS.
1.2	Is Network Access Manager designee a CLAM for command or NAM for the TSC/Personnel Office	Is Network Access Manager designee a CLAM for command or NAM for the TSC/ Personnel Office? CLAM Go to 1.3 TSC NAM **Go to 1.5**
1.3	Submit SAAR Request, if required	CLAM submits SAAR for NSIPS system access, if required As with all new NSIPS system access requests, the user requesting access to NSIPS must complete the SAAR OPNAV Form 5239/14 and also be able to provide proof of current IA training. In addition, each user must complete the on-line NSIPS SAAR to gain access for specific roles assigned to them. Before access is granted to ANY of the NSIPS RnS Roles, the SAAR process must be completed. Note: All NSIPS self-service users will automatically have access to complete the new R&S requests for retirement and/or separation for him/herself. Additional Notes: • Active UIC access is limited to only those UIC's under the TSC/Personnel Office and Reserve UIC access is limited to only those UIC's under the NRA.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Individuals who are required to perform the duties as a Command Local Access Manager who are responsible for a command outside of their TSC/Personnel Office/NRA must submit a SAAR for a separate account using that Command UIC on the SAAR Initiate Page. • Upon verification of the **OPNAV 5239/14** and request approval. The requestor (CLAM) will receive an e-mail that the application has been approved. • If there are errors with the OPNAV 5239/14, and they are not resolved by the 30th calendar day following request submission, the application will be denied. Once access to NSIPS is granted via the SAAR form, the user must complete the NSIPS On-line Access Process.

1.4	Establish command hierarchy/manage role permissions to support RnS processing in NSIPS	CLAM establishes command hierarchy/manages role permissions to User accounts as needed within the Command to support Retirements and Separations processing in NSIPS.
		
		Command RnS role assignments include:
		a. Command Separation Specialist.
		b. Command Reviewer.
		c. Reporting Senior.
		d. ISIC role(s).
		  • ISIC Command Reviewer list item.
		  • ISIC Command Approver list item.
		
		Go to 2.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Review, update, and correct ESR, as required	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: • Career counseling and guidance from the chain of command/CCC. • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review. • Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. Important Note: Pages from the ESR are printed and submitted to the OMPF following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/TSC because only verified transactions post to printed documents.
2.5	Determine Service Member's career intentions	Command Leadership (CDB) and Service Member determine Service Member's career intentions. Information to assist Career Counselors administering the Military Life Cycle (MLC) portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: **https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/**
2.6	Update Career Decisions section of CIMS	CCC updates Career Decisions section of Career Information Management System (CIMS). Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: **https://www.nsips.cloud.navy.mil/nsipsclo landing/index.html** to enter and track Transition GPS completion data. Note: CCC will continue to update CIMS as Service Member achieves additional transition milestones.

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Receive and verify Separation Authority	Receive and verify Separation Authority
3.3	Receive and verify Separation authority	CCC/CPPA receives and verifies Separation authority from the Member, if applicable. Separation authority can be based on various sources depending on the circumstances and nature of the separation. For Officers Only, the separation authority is provided via a set of orders issued by NPC received through NSIPS; downloaded from BUPERS BOL; via Naval message. For Enlisted personnel, separation authority can be received in the form of Naval message or letter from Commanding Officer or higher authority, as in the case of Administrative Separations (ADSEPS), or be based on local/broad authority such as separation at the EAOS per the Military Personnel Manual (MILPERSMAN). Current force shaping initiatives, such as C-WAY or new HYT limits, will also result in separation processing and supporting documentation (e.g., C-WAY Reenlistment/Rate Conversion Disapproval notification). For the purpose of this SOP, the term "separation authority" will apply to any of the situations described above. NSIPS separation travel orders are prepared by local TSC in the NSIPS order writing module. Note 1: Refer to **MPM 1133-090** when processing Release from Active Duty (RAD) for Service Members under the New Accession Training (NAT) Programs. Note 2: Refer to **MPM 1133-062** when processing Active Component (AC) and Training and Administration of the Reserves (TAR) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.4	Review Separation authority with Service Member	CCC reviews Separation authority with Service Member, if applicable. CCC counsels Service Member to obtain a separation identification card for himself/herself or family members after date of separation for Transitional Assistance Management Program (TAMP) benefits, if applicable. Note: TAMP provides 180 days of transitional healthcare benefits to help eligible uniformed Service Members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at **https://www.tricare.mil/tamp**
3.5	Is Service Member being involuntarily separated?	Is Service Member being involuntarily separated? Refer to **OPNAVINST 1900.4**, **MILPERSMAN 1920-040**, and **1133-062** as required. Refer also to **NAVADMIN 288/22** for modifications to enlisted high year tenure Length of Service (LOS) gates, eligibility guidelines, and Involuntary Separation Pay for active duty and full-time support personnel. Service Members who are being involuntarily separated from Active Duty to include Officer Failure of Selection, C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc., may be eligible for Involuntary Separation Pay (ISP) contingent upon agreement to serve in the Ready Reserve. The Ready Reserve consists of both the Selected Reserves (SELRES) and the Individual Ready Reserve (IRR). If Yes, **go to 3.6** If No, **go to 4**. Service Members who are involuntarily separated from Active Duty and subsequently approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for Involuntary Separation Pay (ISP). **Refer to MPM 1133-062, para 8.**

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.6	Comply with ISP Requirements set forth in reference documents	Comply with ISP Requirements set forth in reference documents. Refer to **OPNAVINST 1900.4** (Series), **MILPERSMAN 1910-050, 1920-040, and 1133-062** as required. Refer also to **NAVADMIN 288/22** for recent policy changes.
		STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Receive and verify Separation Authority	Receive and verify Separation Authority
3.1	Perform Eligibility Check	Service Member/Command Separation Specialist perform Eligibility Check Regular (Active Duty) - Enlisted Regular (Active Duty) – Officer Non-Regular (Reserves) - Enlisted Non-Regular (Reserves) – Officer R&S Calculation of Minimum Tour for Separation (MTS) - The systematic calculation of MTS for service members serving on CONUS Sea and Shore duty has changed as follows: • CONUS Sea Duty: Twelve (12) months from the data reported on board. • CONUS Shore Duty: 24 months from the date reported onboard. If during the R&S system generated eligibility check the service member does not meet these gates as of the Requested Retirement or Fleet Reserve Date, then the system shall require the user to submit a waiver with the request.
4	Process separation request for NPC approval	Process separation request for NPC approval
4.1	Initiate Separation/ Retirement request using the RnS Component.	Service Member (or Command Separation Specialist on Member's behalf) initiates the Separation/Retirement request using the RnS Component. After Service Member performs successful eligibility check, Service Member initiates Retirement/Separation request via NSIPS Self-Service and submits the request electronically within the Chain of Command (CoC). Once the Service Member has completed the process of filling out the request it is then routed for approval. • Click the Route for Approval link. • Select the Command Separation Specialist. • Click the Route Request button. Next level Reviewer is notified via e-mail.

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.2	Initiate/Create Active-Duty NSIPS Separation Checklist	Service Member (or Command Separation Specialist on Member's behalf) initiates/creates Active-Duty NSIPS Separation Checklist
4.3	Verify and route Separation/ Retirement request using the RnS Component.	Command Separation Specialist verifies and routes Separation/Retirement request using the RnS Component. Command Separation Specialist - Responsible for initiating and submitting R&S requests on behalf of the member (if required), initiating separation checklists, and reviewing and routing requests via the chain of command. The Command Separation Specialist receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Command Separation Specialist will review the request, provide comments where appropriate and route accordingly. Note: • Command Contact information can be filled out at any point during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior. Once the Command Separation Specialist has completed verification of the request and provided all comments and recommendations. The request will be routed to the Command Reviewer.
4.4	Populate applicable checklist items on the NSIPS Separation Checklist.	Command Separation Specialist populates applicable checklist items on the NSIPS Separation Checklist.

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.12	Check Status of Separation Request for a User within Command	Command Separation Specialist checks status of Separation Request for a User within Command Procedure for Command Separation Specialist to Check the Status of a Request for a user in their command:
		STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Process separation request for NPC approval	Process separation request for NPC approval
4.5	Verify and submit Separation/ Retirement request using the RnS Component.	Command Reviewer verifies and submits Separation/Retirement request using the Retirements/ Separations Component. Command Reviewer – Responsible for reviewing R&S requests, making recommendations, providing comments if necessary, and routing requests via the chain of command. Command Reviewer receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Command Reviewer will review the request, provide comments where appropriate and route accordingly. Note: • Command Contact information can be filled out at any point during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior. Once the Command Reviewer has completed verification of the request and provided all comments and recommendations. The request will be routed to the Reporting Senior

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Process separation request for NPC approval	Process separation request for NPC approval
4.6	Review, endorse and submit Separation/ Retirement request using the RnS Component.	Reporting Senior reviews, endorses, and submits Separation/Retirement request using the RnS Component. Command Reporting Senior - Responsible for reviewing R&S requests, making recommendations or adjudicating requests, providing comments if necessary, and routing requests via the CoC (ISIC) or to NPC for approval. Reporting Senior receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Reporting Senior will review the request, provide comments where appropriate, and route accordingly to NPC. The Reporting Senior will be required to annotate the number of months of acceptable gap they are willing to accept between this member departing and the replacement member reporting. Note: • Command Contact information can be filled out at any point during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior, but if not, the information will need to be populated.
4.7	Add applicable comments to the NSIPS Separation Checklist.	Reporting Senior adds applicable comments to the NSIPS Separation Checklist.

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.8	Does Separation/ Retirement request need to be submitted to ISIC	Does Separation/ Retirement request need to be submitted to ISIC? If Yes, go to 4.9 If No, go to 4.10 Once the Reporting Senior has completed verification of the request and provided all comments and recommendations. The request will be routed to the ISIC or NPC HR Specialist as appropriate.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Process separation request for NPC approval	Process separation request for NPC approval
4.9	Review, approve and return request electronically to the Reporting Senior	ISIC reviews, approves, and returns request electronically to the Reporting Senior Immediate Superior in Command (ISIC) - Responsible for viewing, reviewing, making recommendations and approving/adjudicating R&S requests routed from the subordinate command in cases where the request is for the Reporting Senior of the subordinate command or when special programs require ISIC endorsement.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
4	Process separation request for NPC approval	Process separation request for NPC approval
4.10	Review Separation/ Retirement request, as appropriate	NPC reviews Separation/Retirement request, as appropriate The NPC HR Specialist will be notified by email that there is a request pending action in their account. Once the request has been finalized and approved; all user roles will receive an email notification of the final adjudication.
4.13	Process orders request for a Regular Officer Resignation/ Retirement	NPC processes orders request for a Regular Officer Resignation/Retirement. Take note that this is where NPC differentiates between "Officer Retirement" or "Officer Separation" for "Order Request Type".

STOP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Establish, update, and maintain command profile in NSIPS	Command Leadership, TSC NAM, CLAM Separation Supervisor	Establish, update, and maintain command profile in NSIPS. Summary: **NAVADMIN 273/17** released November 2017 announced the implementation of Retirements and Separations (R&S) functionality within the Navy Standard Integrated Personnel System (NSIPS). R&S is the first end to end process that will integrate and streamline the retirement and separation business process for officers, enlisted, active, and reserve personnel into the NSIPS environment. There are multiple Command roles which must be assigned in the R&S functionality before the service member will be allowed to process retirement or separation requests in NSIPS.
1.1	Designate a Command NSIPS NAM or CLAM	Command Leadership	Command Leadership designates a NSIPS NAM or CLAM, as appropriate. Reserve or Active NSIPS Access Manager (NAM) - Existing role for a person in a Personnel Office or Naval Reserve Activity Unit Identification Code (UIC) with additional responsibilities to include Command set up for HR Commands and the assignment of new roles needed at the Command level to implement Retirements and Separations. In addition, the HR Profile must be completed in NSIPS to assign new HR Command roles for the proper processing of the Separation checklist and the DD 214. Command Level Access Manager (CLAM) - New role developed for the purpose of completing the Command Profile set up in NSIPS. Each Command must appoint at least one CLAM in order to be able to process the Retirements and Separations requests in NSIPS. (This includes military personnel commands attached to NPC). Each CLAM must initiate and update the command's profile and set up designated users who will be responsible for routing RnS requests at the command level.
1.2	Is Network Access Manager designee a CLAM for command or NAM for the	Command Leadership, TSC NAM, CLAM	Is Network Access Manager designee a CLAM for command or NAM for the TSC/ Personnel Office? CLAM Go to 1.3 TSC NAM Go to 1.5

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	TSC/Personnel Office		
1.3	Submit SAAR Request, if required	CLAM	CLAM submits SAAR for NSIPS system access, if required As with all new NSIPS system access requests, the user requesting access to NSIPS must complete the SAAR OPNAV Form 5239/14 and also be able to provide proof of current IA training. In addition, each user must complete the on-line NSIPS SAAR to gain access for specific roles assigned to them. Before access is granted to ANY of the NSIPS RnS Roles, the SAAR process must be completed. Note: All NSIPS self-service users will automatically have access to complete the new R&S requests for retirement and/or separation for him/herself. Additional Notes: • Active UIC access is limited to only those UIC's under the TSC/Personnel Office and Reserve UIC access is limited to only those UIC's under the NRA. • Individuals who are required to perform the duties as a Command Local Access Manager who are responsible for a command outside of their TSC/Personnel Office/NRA must submit a SAAR for a separate account using that Command UIC on the SAAR Initiate Page. • Upon verification of the **OPNAV 5239/14** and request approval. The requestor (CLAM) will receive an e-mail that the application has been approved. • If there are errors with the OPNAV 5239/14, and they are not resolved by the 30th calendar day following request submission, the application will be denied. Once access to NSIPS is granted via the SAAR form, the user must complete the NSIPS On-line Access Process.

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1.4	Establish command hierarchy/manage role permissions to support RnS processing in NSIPS	CLAM	CLAM establishes command hierarchy/manages role permissions to User accounts as needed within the Command to support Retirements and Separations processing in NSIPS. Command RnS role assignments include: a. Command Separation Specialist. b. Command Reviewer. c. Reporting Senior. d. ISIC role(s). • ISIC Command Reviewer list item. • ISIC Command Approver list item. Go to 2.
1.5	Manage role permissions to User accounts as needed within the HR Command to support RnS processing in NSIPS	TSC NAM	TSC NAM manages role permissions to User accounts as needed within the HR Command to support Retirements and Separations processing in NSIPS. The NAM will be responsible for setting up and updating the HR profile for the TSC or Personnel Office that supports each command. It is imperative that each TSC and Personnel Office have their roles properly set up in the HR Profile Manager in NSIPS. The proper routing and processing of the Separation Checklist and the DD 214 are dependent upon this Set up to include identifying individuals at the TSC/Personnel Office/NRA (roles of Separation Clerk and Separation Supervisor) who are to be notified of the status of a Separation Request, access to the Separation Checklist, DD214 Worksheet/DD214, and Strength Loss transaction. The HR Commands will leverage existing accounts to support the additional Retirements and Separations functionality. The functionality to assign roles to users is the same as the Command Profile (above). The difference is the users eligible to be selected are users who are in NSIPS with approved Personnel Clerk or Personnel Supervisor accounts at an HR Command.

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			HR Command RnS role assignments include: • Separation Clerk • Separation Supervisor
1.6	Verify/establish BUPERS On-Line (BOL) LiveCycle Role Set-up, as required.	Separation Supervisor	Separation Supervisor verifies/establishes BUPERS On-Line (BOL) LiveCycle Role Set-up, as required. As part of the DD214 automated process, NSIPS interfaces with BOL LiveCycle (NPC Document Services) to digitally sign and auto-distribute the DD214 including distribution to the Official Military Personnel File (OMPF). Therefore, user role set-up is also required for BOL LiveCycle. The Supervisor assigned to the NSIPS role of Separation Supervisor within the HR Profile Manager tab needs to ensure they have access to BOL and to the Navy Personnel Command Document Services. In most cases, the Supervisor (military and civilian) already has access. Access may be verified by logging into the BOL menu page at: **https://www.bol.navy.mil**. If able to log onto the menu page, make sure you also have access to "Navy Personnel Command Document Services." As with all new system access requests, the user unable to log into the BOL menu page must request access to BOL by completing the SAAR OPNAV Form 5239/14 and indicating Annual Information Awareness (IA) training and the date of completion. When completing Part I of the SAAR, the following information specific to BOL should be entered: • System Name: BOL (NPC Document Services) • Location (System): Millington, TN • Justification for Access: DD214 Separation Supervisor • Check "Authorized" in Block 12 • Check "Need to Know Verification" in Block 14 • After completion of Part I, Digitally sign in Block 24

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			The form is then released to the requestor's supervisor to complete and sign Part II - Supervisor Information. After approval, the Supervisor submits to **BUPERS07 IT EOC.FCT@navy.mil** for processing.
2	Review, update, and correct ESR, as required	Command Leadership /CCC CPPA/ Service Member	Review, update, and correct Electronic Service Record (ESR), as required. Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following: • Career counseling and guidance from the chain of command/CCC. • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review. • Access to personnel support services required to update personnel records, including support provided by the servicing TSC via the CPPA, etc. Important Note: Pages from the ESR are printed and submitted to the OMPF following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/TSC because only verified transactions post to printed documents.
2.1	Review ESR and OMPF	Service Member	Service Member reviews ESR and OMPF approximately twelve months before separation. Note: Service Member should re-review ESR and OMPF approximately six months before separation while completing **NPPSC 1900/1** Separation Questionnaire to ensure ESR is accurate to support TSC preparation of the Service Member's DD214. Refer to ESR webpage on MyNavy HR website as required. The "ESR Quick Start for all Sailors" assists the Service Member with navigating to the various links, sections, and pages

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			within the ESR. It provides an overview of the contents as it relates to the OMPF. https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/ Perform the following: Using CAC-enabled computer with Internet access, login to ESR at: Login to CIMS at: https://www.nsips.cloud.navy.mil/my.policy. The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System. The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current. At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar): • Dependency Data (submitted to OMPF as form NAVPERS 1070/602) • Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) • Training Summary (submitted to OMPF as form NAVPERS 1070/881) • Honors and Awards (submitted to OMPF as form NAVPERS 1070/880) Important Note: To protect Service Member's PII when exiting ESR, click "Sign out" in the top right-hand corner and close the browser window.

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2.2	Update ESR, if required	Service Member	Service Member updates ESR, if required. Service Member contacts CPPA or CCC to obtain information and assistance regarding how to update personnel records. CPPA or CCC works with Personnel Office or servicing TSC to make all necessary updates, when required. Update NAVPERS 1070/602 (Dependency Application), as applicable. Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable. Access Legacy Page 2 or RED/DA SOP, as applicable, at: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**
2.3	Submit corrections to the ESR	CPPA	CPPA submits corrections to the ESR, if required. CPPA works with Personnel Office or servicing TSC to make all necessary corrections, when required.
2.4	Verify ESR update/correction occurred	Service Member	Service Member verifies ESR update/correction occurred, if required.
2.5	Determine Service Member's career intentions	Command Leadership /CCC/ Service Member	Command Leadership (CDB) and Service Member determine Service Member's career intentions. Information to assist Career Counselors administering the Military Life Cycle (MLC) portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: **https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/**

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2.6	Update Career Decisions section of CIMS	CCC	CCC updates Career Decisions section of Career Information Management System (CIMS). Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: **https://www.nsips.cloud.navy.mil/nsipsclo landing/index.html** to enter and track Transition GPS completion data. Note: CCC will continue to update CIMS as Service Member achieves additional transition milestones.
3	Receive and verify Separation Authority	Service Member, Command Separation Specialist CCC, CPPA	Receive and verify Separation Authority
3.1	Perform Eligibility Check	Service Member, Command Separation Specialist	Service Member/Command Separation Specialist perform Eligibility Check Regular (Active Duty) - Enlisted Regular (Active Duty) – Officer Non-Regular (Reserves) - Enlisted Non-Regular (Reserves) – Officer R&S Calculation of Minimum Tour for Separation (MTS) - The systematic calculation of MTS for service members serving on CONUS Sea and Shore duty has changed as follows: • CONUS Sea Duty: Twelve (12) months from the data reported on board. • CONUS Shore Duty: 24 months from the date reported onboard. If during the R&S system generated eligibility check the

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			service member does not meet these gates as of the Requested Retirement or Fleet Reserve Date, then the system shall require the user to submit a waiver with the request.
3.2	Did Eligibility Check result in a Hard Stop	Service Member, CPPA	Did Eligibility Check result in a Hard Stop? When Eligibility Check results in a hard STOP based upon failure to meet minimum service dates (e.g., Total Time in Service, 20 Years, 0 Months, 0 Days) the system will not allow the Service Member to select the Begin Request button. If Yes, go to Stop If No, go to 3.3
3.3	Receive and verify Separation authority	CCC/CPPA	CCC/CPPA receives and verifies Separation authority from the Member, if applicable. Separation authority can be based on various sources depending on the circumstances and nature of the separation. For Officers Only, the separation authority is provided via a set of orders issued by NPC received through NSIPS; downloaded from BUPERS BOL; via Naval message. For Enlisted personnel, separation authority can be received in the form of Naval message or letter from Commanding Officer or higher authority, as in the case of Administrative Separations (ADSEPS), or be based on local/broad authority such as separation at the EAOS per the Military Personnel Manual (MILPERSMAN). Current force shaping initiatives, such as C-WAY or new HYT limits, will also result in separation processing and supporting documentation (e.g., C-WAY Reenlistment/Rate Conversion Disapproval notification). For the purpose of this SOP, the term "separation authority" will apply to any of the situations described above. NSIPS separation travel orders are prepared by local TSC in the NSIPS

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			order writing module. Note 1: Refer to **MPM 1133-090** when processing Release from Active Duty (RAD) for Service Members under the New Accession Training (NAT) Programs. Note 2: Refer to **MPM 1133-062** when processing Active Component (AC) and Training and Administration of the Reserves (TAR) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).
3.4	Review Separation authority with Service Member	CCC	CCC reviews Separation authority with Service Member, if applicable. CCC counsels Service Member to obtain a separation identification card for himself/herself or family members after date of separation for Transitional Assistance Management Program (TAMP) benefits, if applicable. Note: TAMP provides 180 days of transitional healthcare benefits to help eligible uniformed Service Members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at **https://www.tricare.mil/tamp**
3.5	Is Service Member being involuntarily separated?	Service Member/CCC / CPPA	Is Service Member being involuntarily separated? Refer to **OPNAVINST 1900.4**, **MILPERSMAN 1920-040**, and **1133-062** as required. Refer also to **NAVADMIN 288/22** for modifications to enlisted high year tenure Length of Service (LOS) gates, eligibility guidelines, and Involuntary Separation Pay for active duty and full-time support personnel. Service Members who are being involuntarily separated from

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			Active Duty to include Officer Failure of Selection, C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc., may be eligible for Involuntary Separation Pay (ISP) contingent upon agreement to serve in the Ready Reserve. The Ready Reserve consists of both the Selected Reserves (SELRES) and the Individual Ready Reserve (IRR). If Yes, go to 3.6 If No, go to 4. Service Members who are involuntarily separated from Active Duty and subsequently approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for Involuntary Separation Pay (ISP). **Refer to MPM 1133-062**, **para 8.**
3.6	Comply with ISP Requirements set forth in reference documents	Service Member, CCC, CPPA	Comply with ISP Requirements set forth in reference documents. Refer to **OPNAVINST 1900.4** (Series), **MILPERSMAN 1910-050, 1920-040, and 1133-062** as required. Refer also to **NAVADMIN 288/22** for recent policy changes.
4	Process separation request for NPC approval	Service Member, CPPA, Command Separation Specialist, Command Reviewer, Reporting Senior, ISIC, NPC	Process separation request for NPC approval

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.1	Initiate Separation/ Retirement request using the RnS Component.	Service Member, Command Separation Specialist	Service Member (or Command Separation Specialist on Member's behalf) initiates the Separation/Retirement request using the RnS Component. After Service Member performs successful eligibility check, Service Member initiates Retirement/Separation request via NSIPS Self-Service and submits the request electronically within the Chain of Command (CoC). Once the Service Member has completed the process of filling out the request it is then routed for approval. • Click the Route for Approval link. • Select the Command Separation Specialist. • Click the Route Request button. Next level Reviewer is notified via e-mail.
4.2	Initiate/Create Active-Duty NSIPS Separation Checklist	Service Member, Command Separation Specialist	Service Member (or Command Separation Specialist on Member's behalf) initiates/creates Active-Duty NSIPS Separation Checklist
4.3	Verify and route Separation/ Retirement request using the RnS Component.	Command Separation Specialist	Command Separation Specialist verifies and routes Separation/Retirement request using the RnS Component. Command Separation Specialist - Responsible for initiating and submitting R&S requests on behalf of the member (if required), initiating separation checklists, and reviewing and routing requests via the chain of command. The Command Separation Specialist receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Command Separation Specialist will review the request, provide comments where appropriate and route accordingly.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: • Command Contact information can be filled out at any point during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior. Once the Command Separation Specialist has completed verification of the request and provided all comments and recommendations. The request will be routed to the Command Reviewer.
4.4	Populate applicable checklist items on the NSIPS Separation Checklist.	Command Separation Specialist	Command Separation Specialist populates applicable checklist items on the NSIPS Separation Checklist.
4.5	Verify and submit Separation/ Retirement request using the RnS Component.	Command Reviewer	Command Reviewer verifies and submits Separation/Retirement request using the Retirements/ Separations Component. Command Reviewer - Responsible for reviewing R&S requests, making recommendations, providing comments if necessary, and routing requests via the chain of command. Command Reviewer receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Command Reviewer will review the request, provide comments where appropriate and route accordingly. Note:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Command Contact information can be filled out at any point during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior. Once the Command Reviewer has completed verification of the request and provided all comments and recommendations. The request will be routed to the Reporting Senior
4.6	Review, endorse and submit Separation/ Retirement request using the RnS Component.	Reporting Senior	Reporting Senior reviews, endorses, and submits Separation/Retirement request using the RnS Component. Command Reporting Senior - Responsible for reviewing R&S requests, making recommendations or adjudicating requests, providing comments if necessary, and routing requests via the CoC (ISIC) or to NPC for approval. Reporting Senior receives notification by email of action to be taken on a Separation/Retirement Request submitted by a Service Member. The Reporting Senior will review the request, provide comments where appropriate, and route accordingly to NPC. The Reporting Senior will be required to annotate the number of months of acceptable gap they are willing to accept between this member departing and the replacement member reporting. Note: • Command Contact information can be filled out at any point

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			during the life cycle of the request prior to leaving the command. • These are edits precluding the Reporting Senior from routing the request without this information populated. • Normally the Command Separation Specialist or the Command Reviewer would ensure this data is populated prior to getting to the Reporting Senior, but if not, the information will need to be populated.
4.7	Add applicable comments to the NSIPS Separation Checklist.	Reporting Senior	Reporting Senior adds applicable comments to the NSIPS Separation Checklist.
4.8	Does Separation/ Retirement request need to be submitted to ISIC	Reporting Senior	Does Separation/ Retirement request need to be submitted to ISIC? If Yes, go to 4.9 If No, go to 4.10 Once the Reporting Senior has completed verification of the request and provided all comments and recommendations. The request will be routed to the ISIC or NPC HR Specialist as appropriate.
4.9	Review, approve and return request electronically to the Reporting Senior	ISIC	ISIC reviews, approves, and returns request electronically to the Reporting Senior Immediate Superior in Command (ISIC) - Responsible for viewing, reviewing, making recommendations and approving/adjudicating R&S requests routed from the subordinate command in cases where the request is for the Reporting Senior of the subordinate command or when special programs require ISIC endorsement.
4.10	Review Separation/ Retirement	NPC	NPC reviews Separation/Retirement request, as appropriate The NPC HR Specialist will be notified by email that there is a

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	request, as appropriate		request pending action in their account. Once the request has been finalized and approved; all user roles will receive an email notification of the final adjudication.
4.11	Check Status of Separation Request	Service Member/CPPA	Service Member checks status of their Separation Request, if required Procedure for a Service Member to Check Status of a Request in NSIPS: 1. Go to the NSIPS web page: **https://www.nsips.cloud.navy.mil/my.policy** 2. Click [OK] to acknowledge DOD NOTICE AND CONSENT BANNER 3. Select Self Service Account and click the [LOGON] button. 4. Click [Accept] button on the PRIVACY ACT STATEMENT 5. Navigate as follows: Main Menu>Employee Self Service>Retirements and Separations>Request Home 6. If one or more requests exist on the Service Member there will be a Requests box with the Approval Instance Number, Request Process Type (Original, Modification or Cancellation), Request Type (i.e., Regular Officer Retirement), an Approval Status (Pending, Approved or Disapproved), a Requested Date, a Creation Date, and a button to [View Request]. 7. Click on [View Request] button. 8. The Request will open, and a warning message will pop up stating that the user does not have access to modify the request (if the request is not currently routed to them for action). Click [OK]. 9. Click on the History hyper-link that exists in the top left below the 'Retirements and Separations - Request' page heading and above the Service Member's Name. 10. A Request History pop-up will appear showing details of all routing steps the request has gone through so far including, Action Date/Time, Username, Users Role, Resulting Status, Routed To and Role Routed To.
4.12	Check Status of Separation Request for a User within	Command Separation Specialist	Command Separation Specialist checks status of Separation Request for a User within Command Procedure for Command Separation Specialist to Check the Status of a Request for a user in their command:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Command		
4.13	Process orders request for a Regular Officer Resignation/ Retirement	NPC	NPC processes orders request for a Regular Officer Resignation/Retirement. Take note that this is where NPC differentiates between "Officer Retirement" or "Officer Separation" for "Order Request Type".
5	Compile and submit eCRM case for separation/ret irement request	Service Member CPPA	Compile all supporting documents and submit eCRM case for separation/retirement request.
5.1	Compile all documents for case submission	CPPA/Servi ce Member	Service Member compiles all KSDs listed in accordance with checklist (NPPSC 1800/1 OR NPPSC 1900/2) and reviews documents with CPPA. Obtain required forms from: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
5.2	Verify all supporting documents	CPPA	CPPA verifies checklist items and submits case to TSC via eCRM.
5.3	Submit all forms	CPPA	CPPA submits all forms to TSC via eCRM 5-9 months prior to separation/ retirement leave or Permissive Temporary Duty (PTDY). In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Last Name, then space • First Name, then space • Name of Entitlement Refer to **NPPSC 1800/1 or NPPSC 1900/2** for list of KSDs required 5-9 months prior to separation/ retirement leave or Permissive Temporary Duty (PTDY).
5.4	Submit additional documentation (Secondary Checklist items) to TSC via eCRM.	CPPA	CPPA submits additional documentation (Secondary Checklist items) to TSC via eCRM. Refer to above for eCRM case file naming convention. Refer to **NPPSC 1800/1 or NPPSC 1900/2** for list of KSDs required any time prior to Separation date or Fleet Reserve/Retirement date.
6	Create eDD214 in NSIPS	Separation Clerk/ Separation Supervisor Service Member/CPPA	Create eDD214 in NSIPS and review, approve, and forward DD214 Worksheet to NPC LiveCycle
6.1	Initiate DD214 Worksheet	Separation Clerk	Separation Clerk initiates DD214 Worksheet Note: Ensure all contingency operations are included in block 18, as applicable.
6.2	Populate applicable checklist items on the NSIPS Separation Checklist.	Separation Clerk	Separation Clerk populates applicable checklist items on the NSIPS Separation Checklist.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.3	Receive notification DD214 is ready for review in NSIPS	Service Member/CPPA	Service Member receives notification DD214 is ready for review
6.4	Review DD214 Worksheet	Service Member	Service Member reviews DD214 Worksheet
6.5	Review, correct, if necessary, and approve DD214 in NPC LiveCycle	Service Member, Separation Supervisor	Service Member/Separation Supervisor review, correct, if necessary, and approve DD214 in NPC LiveCycle If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required correction and resubmit to LiveCycle for creation of the DD214. If the Service Member and the Separation Supervisor/Authorizing Official (AO) sign the DD214, the status will be updated to 'XXXXXX'. The DD214 will be sent to EMPRS, and the data will be sent to DMDC the day following the date of separation. Is DD214 correct? If Yes, go to Step 6.6 If No, go to Step 7
6.6	Conduct final review of DD 214 Worksheet and forward to NPC LiveCycle	Separation Supervisor	Separation Supervisor conducts final review of DD 214 Worksheet and forwards to NPC LiveCycle
6.7	Set the NSIPS Separation Checklist to completed status	Separation Supervisor	Separation Supervisor sets the NSIPS Separation Checklist to completed status

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7	Review DD214 in BOL Document Services	Service Member/Separation Supervisor and Separation Clerk	Review and (correct if needed) DD214 in BOL Document Services and sign DD214 electronically
7.1	Receive notification DD214 is ready for review	Service Member	Service Member receives notification DD214 is ready for review. Once the data is processed and accepted by LiveCycle, an auto-generated e-mail will be sent by LiveCycle to the Service Member indicating the DD214 is available for review/signature in the Navy Personnel Command Document Services Workspace.
7.2	Review DD214 in NPC LiveCycle	Service Member	Service Member reviews DD214 in NPC LiveCycle Once the DD214 data has been applied to LiveCycle, the status will be updated to reflect 'XXXXXX'. The member can either follow the link provided in the email notification or the link provided with the DD214WS to log into Navy Personnel Command BUPERS Online (BOL) Document Services workspace and review/sign the DD214. • Member reviews • Member identifies discrepancy requiring correction, if required • Member review completed and DD214 Valid for Signature • Member submits to Separation Supervisor/Authorizing Official (AO)
7.3	Does Service Member identify discrepancies requiring correction	Service Member	Does Service Member identify discrepancies requiring correction? If Yes, go to 7.4 If No, go to 7.5
7.4	Correct DD214	Service Member	Service Member corrects DD214. If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required correction and resubmit to LiveCycle for creation of the DD214. Go to 7.1
7.5	Digitally sign and submit DD214 to Authorizing Official	Service Member	Service Member digitally signs and submits DD214 to Authorizing Official An auto-generated email will be sent by LiveCycle to the Separation Supervisor/Authorizing Official (AO) indicating the DD214 is available for review/signature in the Navy Personnel Command Document Services Workspace.
7.6	Review DD214 in NPC LiveCycle	Separation Supervisor	Separation Supervisor/Authorizing Official (AO) reviews DD214 in NPC LiveCycle Once the DD214 data has been applied to LiveCycle, the status will be updated to reflect 'XXXXXX'. The Separation Supervisor/Authorizing Official (AO) can either follow the link provided in the email notification or the link provided with the DD214WS to log into Navy Personnel Command Document Services Workspace and review/sign the DD214. • AO reviews • AO identifies discrepancy(ies) requiring correction • AO review completed and DD214 Valid for Signature
7.7	Does Separation Supervisor identify discrepancies requiring correction	Separation Supervisor	Does Separation Supervisor/Authorizing Official (AO) identify discrepancies requiring correction? If Yes, go to 7.8 If No, go to 7.9
7.8	Correct DD214	Separation Supervisor	Separation Supervisor/Authorizing Official (AO) corrects DD214. If either the service member or the Separation Supervisor/Authorizing Official (AO) do not sign the DD214 and select 'Disapprove' in LiveCycle, the status will be updated to 'XXXXXX' and the DD214WS will be updated to make the required

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			correction and resubmit to LiveCycle for creation of the DD214. Go to 7.1
7.9	Digitally sign and complete DD214	Separation Supervisor	Separation Supervisor/Authorizing Official (AO) digitally signs and completes DD214
7.10	Distribute remaining DD214 copies	Separation Clerk	Separation Clerk distributes remaining DD214 copies to appropriate agencies IAW BUPERSINST 1900.8 (Series). Important Note: When processing legacy DD 214's, DO NOT MAIL Copy 3 to the VA anymore. Discard Copy 3 IAW Personal Identifiable Information (PII) regulations. If DD 214 data is required by the VA Office, they can access the member's Official Military Personnel File (OMPF) via Defense Personnel Records Information Retrieval System (DIPRIS) to retrieve the data they require.
8	Process Strength Loss in NSIPS R&S component	Separation Clerk/Separation Supervisor	Process Strength Loss in NSIPS Active-Duty Strength Loss is automatically placed into the worklist of the Personnel Supervisor(s) designated by the CLAM as Separation Supervisor. This is done for Active-Duty Strength Losses 120 days from the approved Separation Date. The Strength Loss is auto populated with data from the approved Retirement or Separation Request. Note: Ensure Strength loss date and DD214 separation date match.
8.1	Create Strength Loss in NSIPS	Separation Clerk	Separation Clerk creates Strength Loss in NSIPS
8.2	Complete final verification and mark eCRM case "Supervisor Review"	Separation Clerk	Separation Clerk completes final verification and marks eCRM case "Supervisor Review".

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.3	Compile Retain File	Separation Clerk	Separation Clerk compiles Retain File. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years. Separations Retain File may contain the following, as applicable: • Copy of Completed Command/Installation Checkout Sheet • Completed NPPSC 1900/2 Separations Checklist • Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty) • Copy of Original Separation Orders with email confirming receipt of orders from NavyPCSOrders • * Copy of signed ADSEP letter (if applicable) • * Copy of Approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave • * Copy of Approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • Separation Evaluation • Copies of all NAVPERS 1070/613s (Administrative Remarks) • Signed DD 2648 eForm • Completed NPPSC 1900/1 Separation Questionnaire • Separation Pay Worksheet • Copy of NSIPS Strength Loss (E503) • * Reserve Contract (ISP recipients only), including Administrative Remarks FLTRES/Retirement Retain File may contain the following, as applicable:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Copy of completed Command/Installation Checkout Sheet • Completed NPPSC 1800/1 Fleet Reserve/Retirement Checklist • Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty) • FLTRES/Retirement Orders with email confirming receipt of orders from NavyPCSOrders • Signed DD 2648 eForm • Copy of FLTRES/Retirement Authorization • Copy of NSIPS Strength Loss (E503) • * Copy of approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave • * Copy of approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • Copy of DD2656 (Data for Payment of Retired Personnel) 'SBP Election' with e-mail confirmation • Completed NPPSC 1900/1 Separation Questionnaire • Copy of NAVPERS 1070/602 (Dependency Application) • Separation Pay Worksheet
8.4	Review, approve and release Strength Loss in NSIPS	Separation Supervisor	Separation Supervisor reviews, approves, and releases Strength Loss in NSIPS
8.5	Did Strength Loss (E503) post in MMPA?	Separation Clerk	Did Strength Loss (E503) post in MMPA? Verify NT and N7 to check for rejects or recycles. If it is more than 10 days before the Loss date, only N7 will post to MMPA. An E503 transaction readies the pay account for the approaching separation date and triggers separation related management notices to the separation activity. Input transactions continue

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			to process against the pay account after an E503 transaction is submitted. A rejected E503 transaction causes an NN entry to be created on the Service Member's MMPA. The NN entry reflects the exact original E5 input. The reject must be resolved in a timely manner to complete the separation process. Processing an E506-CANCEL FINAL SEPARATION transaction will remove the NN entry. The E503 transaction triggers a pending separation on the MMPA which provides notices to the field giving projected bonus recoupment and excess leave recoupment information. It re-computes existing debt amounts for collection prior to date of separation and gives projected separation debt information.
8.6	Determine reason for posting delay	Separation Clerk/ Separation Supervisor	Separation Clerk/ Separation Supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS
8.7	Verify Strength Loss posted in MMPA five days after separation	Separation Supervisor	Separation Supervisor verifies Strength Loss posted five days after separation. Verify Strength Loss posted in MMPA LOPG/L0OG. If Strength Loss did not post, supervisor contacts NSIPS for resolution. Verify "T" Status on SA screen in MMPA JJAA. If "T" status did not post, supervisor contacts DFAS for resolution. If TSC was required to process separation leave as regular leave, due to leave reject or open FID 23, then verification of Strength Loss posting will be one day after Strength Loss is released. Check MMPA LOPG/L0OG and MMPA JJAA after one update cycle but wait two update cycles before taking corrective action.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
8.8	Did Service Member's account go to "V" status in MMPA/JJAA?	Separation Supervisor	Did Service Member's account go to "V" status in MMPA/JJAA? 20 days after Separation date, enter verb JJAA and verify Service Member's "V" status reflects in SA. If No, go to 8.9. If Yes, go to 8.10
8.9	Submit DWOWS ticket for resolution	Separation Supervisor	Separation Supervisor submits DWOWS ticket for resolution. Refer to MPA 03/15, Navy Field Separation Requests to DFAS Offices, for additional documentation and submission requirements regarding closed "V" status DJMS-AC accounts
8.10	Complete final verification and close eCRM case	Separation Supervisor	Separation Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
			STOP