

# Separations and Retirements Process



## Objective



Identify the prescribed steps using appropriate systems and documentation to correctly separate or retire Service Members.



### Introduction

### In this lesson we will cover:

- High-level submission steps in the process for Fleet Reserve and Retirement
- Resources and Required Key Supporting Documents Training Video
- Separations Process
- Fleet Reserve & Retirement Process
- PTDY Terminal/Lump Sum Leave Involuntary Separation Pay
- DD 214 Overview
- Navy Accession Training (NAT) Separations
- OCONUS Separations Routing Guidance
- Projected Loss Report
- Separations Travel Claim
- References





## Retirement/Separation Package Submission



#### Service Member

Complete required forms from NPPSC 1800/1 for Fleet Reserve/Retirement or NPPSC 1900/2 for separation.

### **CPPA**

Receive retirement or separation package from member. Review and submit package to TSC.

#### **TSC**

Receive and review package. If package contains all required initial documents. Create and release retirement/separation orders.

### **TSC**

If all required documents are received. Generate DD-214 worksheet on NSIPS

### Service Member

Review DD-214 worksheet and route back for corrections as needed. Otherwise, route back as accurate.

#### **TSC**

Process corrections, when accurate, generate DD-214 in BOL.

#### Service Member

Review DD-214 in BOL, sign, and route for final authorization signature from TSC.

#### Service Member

Once TSC signs, Final DD-214 is now viewable on BOL. Print copies (1&4) as needed.





## Separation Process



## Separation Package Submission

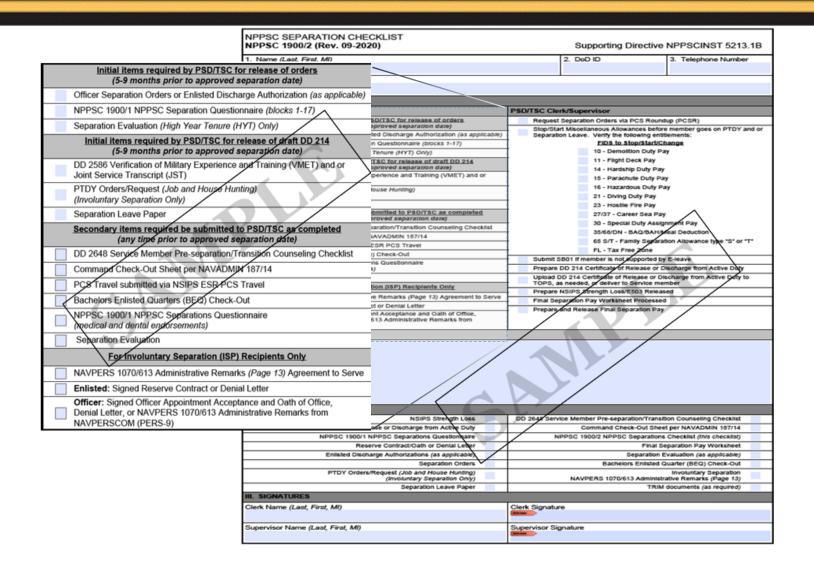
Prior to starting the separation package for submission to the CPPA, ensure the following have been completed or started if required:

- Return CWAY quota
- Receive separation authorization or separation orders for Officers
- Capstone and TAP class
- Separation physical
- Ensure no PCS orders are on file for member

Start working package 5-9 months prior to terminal leave/separation date



NPPSC 1900/2 - Separation Checklist



Start the Separation Checklist when Member has intentions to separate.

Start working Administrative Separations package once notified.

CPPAs will NOT submit packages without the separation authorization letter or message (10-day letter).

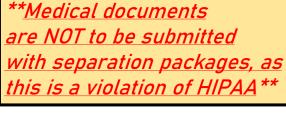


## Separation Documentation

### Complete package must contain the following, as applicable:

- NPPSC 1900/2, Separation Checklist
- Signed Administrative Separation Letter, Separation Authorization Message, or Officer Separation Orders
- Completed Separations Questionnaire, NPPSC 1900/1 (with all supporting documents)
- Approved Separation Leave Request
- Approved PTDY Orders (involuntary separation only)
- DD-2648 Pre-separation Counseling Checklist
- Copy of prior DD-214s (Certificate of Release or Discharge from Active Duty) if not available from Service Member's OMPF
- DD2586 Verification of Military Experience and Training (VMET) and Joint Service Transcript (JST)
- Separation Evaluation (must have for ISP recipients), otherwise, can be submitted before DD214 is finalized





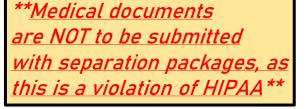


## Separation Documentation (cont.)

### Complete package must contain the following, as applicable:

- Reserve Documentation, if available
  - Signed Reserve Contract (for Officers with < 8 years)</li>
  - NAVPERS 1070/613 "Agreement to Serve", if not already submitted (ISP recipients)
  - Signed Reserve Contract Sheet (ISP recipients)
- Command Check-Out Sheet
- Bachelors Enlisted Quarters Check-Out Sheet
- DD-93 or NAVPERS 1070/602 (RED/DA) (review and update)
- Service members Group Life Insurance Online Enrollment System (review and update)
- Travel Forms, if applicable:
  - Passenger Reservation Request (PRR)
  - DD884 (Application for Transportation for Dependents)









# Fleet Reserve/Retirement Process



## Fleet Reserve/Retirement Package Submission

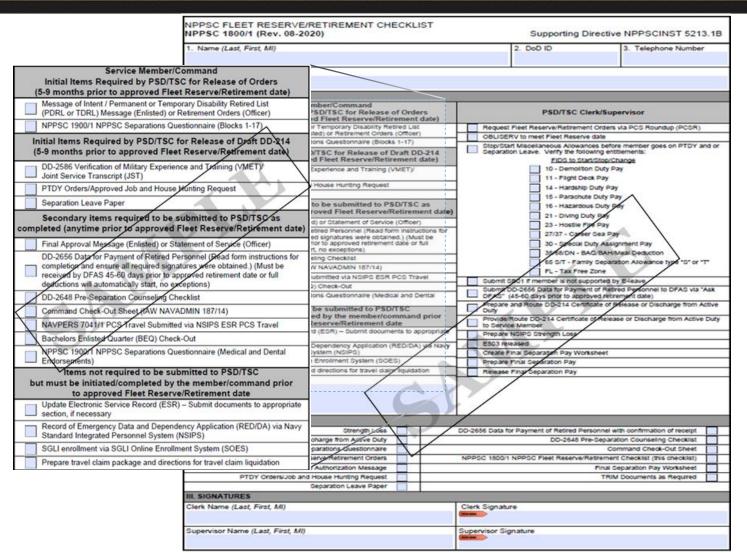
Prior to starting the retirement package, CPPA will ensure that the following have been completed or started:

- FLTRES/Retirement request
- Officer Retirement Orders Issued
- FLTRES/Retirement final authorization
- PDRL/TDRL message for Disability Retirement
- Capstone and TAP class
- Separation physical

Start working package 9-12 months prior to departure from command



## NPPSC 1800/1 - Fleet Reserve/ Retirement Checklist



Fleet Reserve/Retirement Checklist

Start 9-12 months prior

For Permanent and Temporary Disability Retirement (PDRL/TDRL) start package upon acceptance of Physical Evaluation Board (PEB) findings.

CPPA will submit packages once PDRL/TDRL message is received.

\*\*<u>Do not submit PEB findings</u> <u>with package</u>\*\*



## Fleet Reserve/Retirement Documentation

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### Complete package with required documentation:

- NPPSC 1800/1, Fleet Reserve/Retirement Checklist
- Officer FLTRES/Retirement Orders, FLTRES/Final Retirement Approval Message/Letter
- Completed Separation Questionnaire, NPPSC 1900/1 (with all supporting documents)
- DD-2656 Data for Payment of Retired Personnel \*must be sent to DFAS 45-60 days prior to approved retirement date
- Approved Separation Leave Request (e-Leave)
- Approved PTDY orders
- DD-2648 Pre-separation Counseling Checklist

\*\*Medical documents are NOT to be submitted with FLTRES/Retirement packages, as this is a violation of HIPAA \*\*



## Fleet Reserve/Retirement Documentation (cont.)



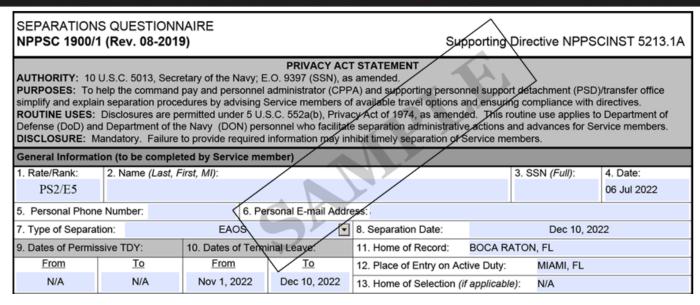
### Complete package with required documentation:

- Copy of prior DD-214s (Certificate of Release or Discharge from Active Duty) if not available from member's OMPF
- DD2586 Verification of Military Experience and Training (VMET) and Joint Service Transcript (JST)
- Command Check-Out Sheet
- Bachelors Enlisted Quarters Check-Out Sheet
- DD-93 or NAVPERS 1070/602 (RED/DA) (review and update)
- Service members Group Life Insurance Online Enrollment System (review and update)
- Travel Forms, if applicable:
  - Passenger Reservation Request (PRR)
  - DD-884 (Application for Transportation for Dependents)

\*\*Medical documents are NOT to be submitted with FLTRES/Retirement packages, as this is a violation of HIPAA \*\*



## Separations Questionnaire



Block 1: Rate/Rank

Block 2: Last name, first name, and middle initial

Block 3: Full social security number

Block 4: Date the form is being completed

Block 5: Personal cell number of service member

Block 6: Personal email address after separation

Block 7: Select type of separation whether it be Transferring to the Fleet Reserve, Retirement, separating at EAOS, or being Administratively Separated (ADSEP)



**Block 8: Separation date** 

Block 9: Requested date of Permissive Temporary Duty (house/job hunting)

Block 10: Requested date of terminal leave

Block 11: The Home of Record is not where the service member elects to go after separating. It is the place recorded as the Service member's home when commissioned, appointed, inducted, or ordered into a tour of active duty. (Retrieved from DD form 4)

Block 12: Place of Entry on Active Duty is where the member went to MEPS. Retrieved from DD form 4)

Block 13: Home of Selection

Blocks 1-17 are required to create Fleet Reserve/Retirement and Separation Orders - - -continued on next slide



## Separations Questionnaire (cont.)



| 14. Complete Mailing Address after Separation:   |  |           |           |  |  |  |  |  |  |
|--|--|-----------|-----------|--|--|--|--|--|--|
| a. Street Address:   |  |           |           |  |  |  |  |  |  |
| b. City: BOCA RATON  | c. State: Florida  | d. Zip Co | de: 33333 |  |  |  |  |  |  |
| 15. Complete Mailing Address of Service Member's Nearest Relative:   |  |           |           |  |  |  |  |  |  |
| a. Name: b. Relationship: SISTER   |  |           |           |  |  |  |  |  |  |
| c. Street Address:   |  |           |           |  |  |  |  |  |  |
| d. City: LA MESA   | d. City: LA MESA e. State: California f. Zip Code: 99999 |           |           |  |  |  |  |  |  |
| 16. Loan Repayment Program:  |  | A . \     |           |  |  |  |  |  |  |
| a. Are you in a Loan Repayment Program? No 🔃 b. If   | "Yes" provide years of commi                             | itment:   |           |  |  |  |  |  |  |
| 17. DD 214 Certificate for Release or Discharge from Active Duty   |  |           |           |  |  |  |  |  |  |
| a. Request Copy 6 of DD 214 be sent to the Central Veteran's Affairs Office in Washington DC:  b. Request Copy 3 of DD 214 be sent to the Central Veteran's Affairs Office in Washington DC: |  |           |           |  |  |  |  |  |  |
| 18. Dependency Status (select one):  | 7/   |           |           |  |  |  |  |  |  |
| Single, No Dependent(s) Single, With Dependent(s) Married With Dependent(s) Married, Military to Military  |  |           |           |  |  |  |  |  |  |
| a. Dependent(s) Location (City & State):   |  |           |           |  |  |  |  |  |  |
| b. Dependent(s) Relocation (City & State):   |  |           |           |  |  |  |  |  |  |
| c. Dependent Name (Last, First, MI)  Relationship  Date of Marriage/Birth  Date of Travel  |  |           |           |  |  |  |  |  |  |
| V  |  |           |           |  |  |  |  |  |  |
|  |  |           |           |  |  |  |  |  |  |
|  |  |           |           |  |  |  |  |  |  |
| 19. Advance Travel Request (select all that apply): *** Must have served at least 90% of enlistment ***  |  |           |           |  |  |  |  |  |  |

Block 14: Service Member's mailing address after separation

Block 15: Name, Relationship, and Complete Mailing Address of Nearest Relative (whomever that may be to the Service Member)

Block 16: Is the member in the Loan Repayment program (Review Service Member's OMPF)

Block 16b: If the member came in under the Loan Repayment Program, how many years did they agree to serve to?

Block 17: What state does the Service member choose to have the Veterans Affairs State Director DD 214 sent to?

Block 17b: Does the Service member want copy 3 of the DD 214 sent to Washington D.C.?

Block 18: Member's dependency status and relocation information

Block 19: No longer applicable for separation/retirement

Blocks 1-17 are required to create Fleet Reserve/Retirement and Separation Orders



## Separations Questionnaire (cont.)



Section II is for the medical and dental officer only

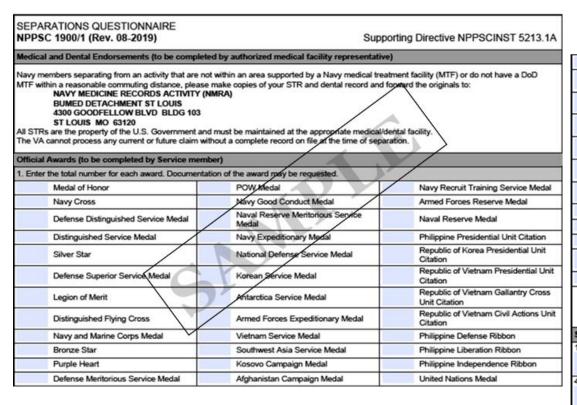
Block 6-9: Medical and Dental Officer endorsement or signature and name.

| Medical and Dental Endorsements (to be completed by authorized medical facility representative) |  |          |  |  |  |  |  |  |  |
|---|--|----------|--|--|--|--|--|--|--|
| Physically Qualified for Separation?  | 2. Dental Exam Complete?                 | <b>—</b> |  |  |  |  |  |  |  |
| 3. MTF has Possession of service treatment record (STR)?  | 4. Requires Additional Dental Treatment? | <b>~</b> |  |  |  |  |  |  |  |
| Name of the Medical Treatment Facility:   |  |          |  |  |  |  |  |  |  |
| Name of Medical Officer/Representative:   | MEDICAL/DENTAL                           |          |  |  |  |  |  |  |  |
| 7. Signature of Medical Officer/Representative:   |  |          |  |  |  |  |  |  |  |
| Name of Dental Officer/Representative:  | ENDORSEMENT(S) REQUIRED                  |          |  |  |  |  |  |  |  |
| Signature of Dental Officer/Representative:   |  |          |  |  |  |  |  |  |  |



## Separations Questionnaire (cont.)

### Verify the member's ESR for missing awards





|   | Meritorious Service Medal                                | Iraq   | Campaign Medal                                       |                                | NATO Medal (Cou                                       | intry Received)                 |  |  |  |  |
|---|--|--|--|--------------------------------|---|---------------------------------|--|--|--|--|
|   | Air Medal  |  | bal War on Terrorism<br>reditionary Medal            |                                | Multinational Force<br>Medal                          | and Observers                   |  |  |  |  |
|   | Joint Service Commendation Medal                         | Glot<br>Med  | bal War on Terrorism Service<br>dal                  |                                | Inter-American Defense Board Med                      |                                 |  |  |  |  |
|   | Navy and Marine Corps<br>Commendation Medal              | Kon  | ean Defense Service Medal                            |                                | Republic of Vietnar                                   | m Campaign Medal                |  |  |  |  |
|   | Joint Service Achievement Medal                          | Arm  | ned Forces Service Medal                             |                                | Kowait Liberation Medal<br>(Kingdom and Saudi Arabia) |                                 |  |  |  |  |
|   | Navy and Marine Corps Achievement<br>Medal               | Hun  | nanitarian Service Medal                             |                                | Kuwait Liberation M<br>(Kuwait)                       | Medal                           |  |  |  |  |
|   | Combat Action Ribbon                                     | Med  | ary Outstanding Volunteer Service                    |                                | Navy Rifle Expert Medal                               |                                 |  |  |  |  |
|   | Presidential Unit Citation Sea Service Deployment Rizbon |  |  |                                | Navy Pistol Expert Medal                              |                                 |  |  |  |  |
| Joint Meritorious Unit Award Navy Arctic Service Rixton                             |  |  |  |                                | Navy Rifle Sharpshooter Ribbon                        |                                 |  |  |  |  |
|   | Navy Unit Commendation                                   | vy Unit Commendation Navy Reserve Sea Service Ribbon |  |                                |   | Navy Pistol Sharpshooter Ribbon |  |  |  |  |
| Navy Meritorious Unit Comprendation Navy and Marine Corps Oversea<br>Service Fibbon |  |  |  | Navy Rifle Marksmanship Ribbon |   |                                 |  |  |  |  |
|   | Navy "E" Ribbon  | Recruiting Service Ribbon                            |  | Navy Pistol Marksr             | nanship   |                                 |  |  |  |  |
| Other Award(s) Not Listed Above:  |  |  |  |                                |   |                                 |  |  |  |  |
| Signatu   | res  |  |  |                                |   |                                 |  |  |  |  |
| 1. Service  | e Member Name:   |  | 2. Service Member Signature:                         |                                |   | 3. Date:                        |  |  |  |  |
| Commanding Officer or Designee Name:  |  |  | Commanding Officer or Designee Signature:      Date: |                                |   |                                 |  |  |  |  |

If awards missing or not listed have member state such in the "other awards" block and provide supporting documentation



## Permissive Temporary Duty (PTDY)

A member shall only be eligible PTDY for Job/House Hunting if:

- Retiring
- Transferring to the Fleet Reserve,
- Involuntarily separated under honorable conditions

| CONUS                              | OCONUS                             |
|------------------------------------|------------------------------------|
| 10 days (Involuntary Separation)   | 20 days (Involuntary Separation)   |
| 20 days (Fleet Reserve/Retirement) | 30 days (Fleet Reserve/Retirement) |

The member must route a request chit to the Commanding Officer for final approval.

\*Voluntary separations are NOT eligible for PTDY\*

Reference: MILPERSMAN 1320-220



## Terminal Leave Lump Sum Leave (LSL)

### When a member requests terminal leave:

- Ensure leave type on NSIPS is e-leave request is "Separation/Retirement" not "Ordinary"
- Leave will end at 2359 on the last day of active duty.
  - i.e. Member's separation date is 30 June, leave will end on 30 June at 2359.
- All of the days requested through the last day will be charged.
- There is no maximum amount of terminal leave (approval is at the CO's discretion)

Members retiring, released from active duty, or separating under honorable and general conditions, may be eligible to sell back leave. Only <u>60 days</u> can be sold in a career.



NOTE: To verify the member's Leave in MMPA use JJAA and then the FID BR (Leave Balance)

To check the Service Member's LSL FID is "BL" which will tell you the most recent payment of LSL

To see if current LSL is/has posted check FID 74



## Involuntary Separation Pay (ISP)



Date): As a condition of eligibility for involuntary separation pay (ISP), I understand I must enlist in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining service obligation I have incurred under law. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted for enlistment in the Ready Reserve, I must immediately reenlist upon discharge from active duty as a condition of qualifying for ISP.

In addition to any remaining service condition that I have incurred under law, I fully understand that my refusal to enlist (if eligible) in the Ready Reserve upon discharge from active duty will render me ineligible for ISP and result in immediate recoupment for any incorrect ISP payments.

I understand that I may enlist in the Navy SELRES with prior Career Waypoint-Reenlistment (C-WAY-REEN) approval via the Navy Personnel Command (NAVPERSCOM), Career Transition Office (NAVPERSCOM (PERS-97)), or that I may enlist in the IRR by applying for affiliation at NAVPERSCOM (PERS-93).

I further understand that if I enlist in the IRR I may request to become a SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center.

I also agree that if accepted in the Navy Ready Reserve, I will keep NAVPERSCOM (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C, section 1174, DoDI 1332.29, DoD 700.14-R, and BUPERSINST 1001.39F.

My contact/contract information: Home of record: Leave address: Mailing address: Home phone: Cell phone: E-mail address: Prospective place of reenlistment: Prospective date of reenlistment: Name and rank of reenlisting officer (if available): Title of reenlisting officer (if available): Separation date: Active service this period: Prior inactive service: Prior active service: Separation code: Reentry code: I certify that the information provided by myself is true and complete to the best of my knowledge, and that I have provided this information of my own free

Service member's Signature

Witnessed by:

Name, Rank By direction

### Eligibility:

Per OPNAVINST 1900.4 CH 2, a Sailor may be eligible for ISP if:

- Involuntarily separated
- Must have completed at least 6 or more but less than 20 years of active duty service.
- Must agree to serve 3 years in the Ready Reserve in addition to any other remaining service.

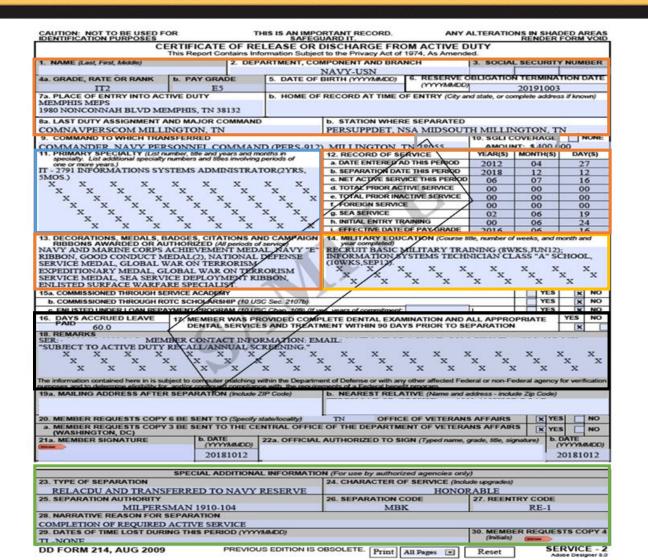
ISP will not be paid until reserve contract or reserve enlistment has been signed.

CPPA must prepare a NAVPERS 1070/613 stating that the Service Member agrees to serve in the Ready Reserve for 3 years and any other remaining service obligations.

OPNAVINST 1900.4 CH-2, DoD FMR Volume 7a Ch. 35
MILPERSMAN 1910-050 reference of an ISP NAVPERS 1070/613



## Certificate of Release or Discharge from Active Duty (DD Form 214)



### **DD 214 KEY:**

NSIPS/ESR/OMPF

VMET

SOES/SGLI

JOINT SERVICE TRANSCRIPT

SEPARATION QUESTIONAIRE

BUPERSINST 1900.8E/ MILPERSMAN 1910-104



### NSIPS DD Form 214 Process



| CI   |  |  | DISCHARGE FRO<br>t to the Privacy Act of  |  |   |   |                                     |      |
|--|--|--|---|--|---|---|-------------------------------------|------|
| 1. NAME (Last, First, Middle)  |  | MPONENT AND BRAI   |   | 3 SOCIAL SECURITY N  |   |   | nco                                 |      |
| 4a. GRADE, RATE OR RANK<br>SSG   | b. PAY GRADE   | 5. DATE OF   | OBLIGATION TERMINATION DATE   |  |   |   |                                     |      |
| 7a. PLACE OF ENTRY INTO AC<br>BROADVIEW HEIGHTS, O   | HIO HIO  | RECORD AT TIME O   | d state, or con   | stille, or complete address if know  |   |   |                                     |      |
| 8a. LAST DUTY ASSIGNMENT A   | IND MAJOR COMMA  | ND   | b. STATION WHER   | E SEPARATED  | 5076  | <u> </u>  |                                     |      |
| 9. COMMAND TO WHICH TRAIN/A  | NSFERRED   |  | / _   |  | 10. SQLI CO   | OVERAGE<br>T: \$ 400  |                                     | NONE |
| 11. PRIMARY SPECIALTY (List of   | umber, title and years an  | d months in  | 12. RECORD OF SE  | RVICE  | YEAR(S)   | MONTHIS   | DA                                  | Y(5) |
| specialty. List additional specialty   |  |  | A. DATE ENTERED A   | The second secon | 2004  | 09  |                                     | 9    |
| one or more years.)  |  | / 4  | b. SEPARATION DAT   |  | 2013  | 11  |                                     | 5    |
| 35N3O SIGINT ANALYST   | - 8 YRS 3 MG   | 87/NOTHING   | C. NET ACTIVE SERV  |  | 0009  | 01  |                                     | 7    |
| FOLLOWS  | /  |  | d TOTAL PRIOR AG  | Act and the second seco | 0000  | 00  | 1 0                                 | 0    |
|  | /  |  | e. TOTAL PRIOR INA  |  | 0000  | 00  |                                     | 0    |
|  | /  |  | 1. FOREIGN SERVIC   |  | 0001  | 00  | 0                                   | 9    |
|  | /  | 1001   | 9. SEA SERVICE  |  | 0000  | 00  |                                     | 0    |
|  |  |  |   |  | 0000  | 00  |                                     | 0    |
| DECORATIONS, MEDIALS, BADGES, CITATIONS AND CAMPAIGN 14. MILITARY EDUCATION (Course title, number of in  |  |  |   |  |   | 01  |                                     | 1    |
| MEDAL//GLOBAL WAR ON<br>MEDAL//IRAO CAMPAIGN<br>//MILITARY OUTSTANDI   | MEDAL W/ CAN<br>NG//CONT IN E  | PAIGN STAR   | /MANAGER DE<br>INTELLIGENCE   | V CRS, 200   | 7//SIGNA  | LS  |                                     |      |
| 15. COMMISSIONED THROUGH S   | ERVICE ACADEMY   |  |   |  |   | YES   |                                     | NO   |
| b. COMMISSIONED THROUGH R  | TC SCHOLARSHIP (10   | USC Sec. 2107b)  |   |  |   | YE  |                                     | NO   |
| c. ENLISTED UNDER LOAN REP.  | AYMENT PROGRAM (1)   | USC Chap. 109) (If   | Yes, years of commitment  | YE   | s X   | NO  |                                     |      |
| 16. DAYS ACCRUED LEAVE<br>PAID 45.5  |  |  | PLETE DENTAL EXAM   |  |   | PRIATE  | YES                                 | NO   |
| PAID 40.0  |  | ICES AND TREAT   | MENT WITHIN 90 DA   |  |   | ,,,,,,,   |                                     | //// |
| 18. REMARKS /////////////// BLOCK 6, PERIOD OF D   | ELAYED ENTRY   | PROGRAM: 20  | 040708-200409   | 28//SERVED   | IN A DE   | SIGNAT  |                                     |      |
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### DD-214

- Once PSD has verified all documents are complete, a DD-214 worksheet in NSIPS will be created by the separation clerk.
- Upon receipt of notification to verify all information the member shall:
  - Log into NSIPS ESR
  - Read every line and page carefully. If corrections are required, reroute as inaccurate and list all corrections needed.
  - Once correct, mark as accurate and route to the assigned clerk.
  - DD-214 will be available in BOL for final review and signature.
- Final DD-214 will be viewable in BOL via Navy Personnel Command Document Services for member to print (copy 1 and copy 4).

\*\*\*Ensure member still has a valid CAC and CAC reader. Connectivity to a DoD network is recommended.\*\*\*



## New Accession Training (NAT) Separations Routing Guidance



- New Accession Training (NAT) Sailors must be first gained to their Navy Reserve
   Center (NRC) prior to separation. When processing a NAT separation, NRCs must:
  - Submit <u>Activity Gain case</u> to the following TSCs, as applicable:
    - TSC San Diego (Center of Excellence Gains and Losses (West))
      - eCRM case to PP ACTIVITY GAINS WEST queue
    - TSC Pensacola (Center of Excellence Gains and Losses (East))
      - eCRM case to PP ACTIVITY GAINS EAST queue
  - Submit Nat Separation case to TSC Norfolk:
    - eCRM case to PP RETIREMENTS\_SEPARATIONS queue



## OCONUS Separations Routing Guidance

#### TRANSFER/LOSS

FLIGHT/NAVPTO
Case #2 (once orders are received)

**DD-214** 

Case #3 (can submit at any time - asap)

Case #1 (5-9 Months in Advanced)

## TSC Yokosuka OCONUS Gain and Losses COE Queue: PP TRANSFERS OCONUS Routed PSD: Yokosuka

- ✓ CPPA submits request to generate Transfer Orders for Enlisted Separation / Retirement (if applicable) 5-9 months in advance KSDs: Enlisted Authorization for Sep/Ret and NPPSC 1900/1 Separation Questionnaire (Blocks 1-17: used to generate orders)
- ✓ Orders will be uploaded into the Transfer Transaction (as applicable) Note: skip the above if member has Orders (e.g. Officers)
- Transfer Transaction Remains open until member's Loss date.

KSDs for Sep/Ret Transfer/Loss:

- NPPSC 1300/1 ATA
- Updated NAVPERS 1070/602
- Flight itinerary
- · Endorsed orders for date of detach/loss
- Transaction will remain open until member's activity loss is posted.

Submit all NAVPTO KSDs to the applicable NAVPTO queue for flight itinerary.

PP NAVPTO-YOKOSUKA

PP NAVPTO-GUAM

PP NAVPTO-BAHRAIN

PP NAVPTO-NAPLES

TSC Norfolk
Separations and Retirements COE
PP RETIREMENTS\_SEPARATIONS
Routed PSD: TSC Norfolk

- CPPA submits DD214 request to Sep/Ret COE to include applicable checklists and KSDs.
- ✓ NPPSC 1900/2 Separation Checklist
- ✓ NPPSC 1900/1 Separation Questionnaire
- NPPSC 1800/1 Fleet Reserve/ Retirement Checklist (as applicable)

OCONUS Seps: Ensure requirements of MILPERSMAN 1910-812 are met. Evaluations, separation physical (e.g. medical and dental), and leave papers should all be completed prior to arrival to TPU for separation processing.

Separation Orders will be generated by TSC Yokosuka. If sep orders modifications are required after Sailor has transferred to TPU, communicate with TSC Norfolk via eCRM for order modification.



## Projected Loss Report



The Projected Loss report will allow CPPA to identify separating and retiring Sailors by using the following sections:

- EAOS (Expiration of Active Obligated Service)
- EDLN (Estimated Date of Loss)
- EREN (Expiration of Reserve Enlistment)
- Fleet Reserve/Retirement



### Navy Standard Integrated Personnel System PROJECTED LOSS REPORT

Personal Data - Privacy Act of 1974

Run Date 07/15/2022 Page No. 1 of 6

Support UIC: 43322 TSC MEMPHIS

Section 1 - EAOS thru 04/30/2023

(Group By Support UIC)

|      | Rank/       | BR/                  |                          | EAOS |                          | E        | xtension | s   |                          | EDLN | EDLN | Projected | Transfer  |
|------|-------------|----------------------|--------------------------|------|--------------------------|----------|----------|-----|--------------------------|------|------|-----------|-----------|
| Name | Rate SSN    | UIC CL               | EAOS                     | Ind  | EXPENL                   | Oth      | Sch      | Opr | PRD                      | Date | Resn | Loss Date | Aprv Date |
|      | PS2<br>PSSN | 4016A 11<br>4016A 11 | 12/27/2022<br>01/04/2023 |      | 12/27/2022<br>01/04/2023 | 26<br>16 | 0        | 0   | 07/01/2023<br>07/01/2023 |      |      |           |           |

<sup>2</sup> Records Found For Support UIC 43322

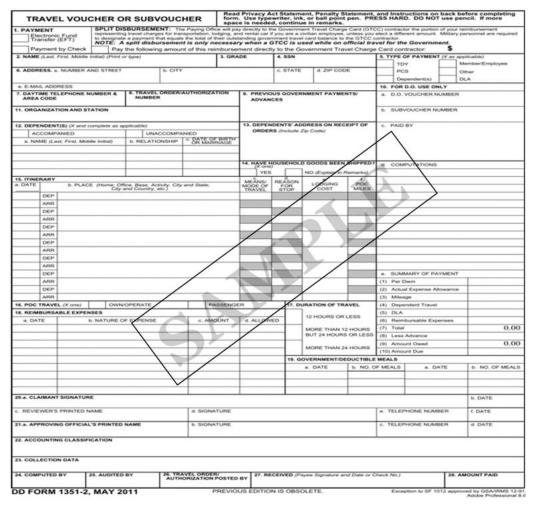
The Data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.



# Separation Travel Claim Process



### DD 1351-2 Travel Voucher



Errors, missing, or unreadable information will cause delays

Block by block is covered in the Travel Claim training.

The CPPA is the subject matter expert on how to fill out this form



## Travel Claim Processing



## Member submits completed package after completing final travel to:

- home of selection (retirement)
- home of record (separation)

### Must contain:

- Orders
- DD Form 1351-2
- EFT Form
- Receipts for reimbursable expenses over \$75

### MAIL to:

Navy Personnel Command (unless sent to previous command) My Navy Career Center BLDG 768 RM E302 5720 Integrity Drive Millington TN 38055-6300



### Travel Claim Submission



### Service Member

Mail completed travel claim to the My Navy Career Center (MNCC)

or send travel claim to CPPA from previous command



### **MNCC**

Review and submit travel claim to the Travel **Processing Department** (TPD)



### CPPA (previous command)

Review and submit travel claim to the Travel Processing Department (TPD)



### **TPD**

Process and liquidate travel claim



### Service member

Receive Final Travel **Entitlements** 





### **Best Practices**

Separation cases are initiated and actionable no later than 60 days before member is scheduled to depart the command. Failure to do so will result in "Signature Unattainable" on the DD-214 and could lead to delays in retirement pay.



- Run the Projected Loss report frequently
- CCC, Member, CPPA, and Chain of Command communicate for a smooth transition
- Members attend TAP as close to 12 months prior to separation as practical
- Verify member's leave balance prior to terminal leave request
- Submit separation questionnaire once endorsed by medical/dental
- Member provides all documents prior to departing
- Ensure no PCS orders are on file

eDD-214 in NSIPS allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and electronically route to the member for verification

If member's EAOS is prior to the Retirement/FLTRES date, the member must extend/reenlist. The retirement/FLTRES date will then take precedence and cancel out any remaining active duty time despite the SEAOS showing a later date.





## References

- CAREE CHILD
- BUPERSINST 1900.8E, Certificate of Release or Discharge from Active Duty
- Career Counselor Handbook NAVPERS 15878L
- Command Pay and Personnel Administrator (CPPA) Handbook
- DoD Financial Management Regulation Volume 7A, Chapter 35
- Joint Travel Regulations
- MILPERSMAN 1133-090 (series) Enlisted Recruiting
- MILPERSMAN 1800-1899 (series), Retirement
- MILPERSMAN 1900-1999 (series), Separation
- OPNAVINST 1900.2B, Transition Assistance Management Program (TAMP)
- OPNAVINST 1900.4 CH-2, Separation Pay for Involuntary Separation From Active Duty



### Resources



MyNavy HR CPPA Resources Page: <a href="https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/">https://www.mynavyhr.navy.mil/Support-Support/CPPA-Resources/</a>

### CPPA Handbook:

https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/CPPA%20HANDB00K.pdf?ver=ojf1gR0dTBC8MewfdHmkUA%3d%3d

### Receipts SOP:

https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%200perating%20Procedures/S0Ps.aspx

You are serving in a position of significant trust with access to the personnel records (data and documents) of command personnel.

AT ALL TIMES, YOU ARE TO PROTECT THE PERSONALLY IDENTIFIABLE INFORMATION (PII) OF COMMAND PERSONNEL AND PREVENT THE

UNAUTHORIZED ACCESS TO, OR LOSS OF PII.

## Summary and Review



### In this lesson we covered:

- High-level submission steps in the process for Fleet Reserve and Retirement
- Resources and Required Key Supporting Documents Training Video
- Separations Process
- Fleet Reserve & Retirement Process
- PTDY Terminal/Lump Sum Leave Involuntary Separation Pay
- DD 214 Overview
- Navy Accession Training (NAT) Separations
- OCONUS Separations Routing Guidance
- Projected Loss Report
- Separations Travel Claim
- References



## Separations & Retirements



## Questions?



### Conclusion



This concludes the Separations and Retirements process training.

Thank you for your participation!

