

Separations and Retirements Process







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

NPPSC SEPARATION CHI NPPSC 1900/2 (Rev. 09-20			Supporting Directive	NPPSCINST 5213.1
1. Name (Last. First. MI)		2.	DoD ID	3. Telephone Number
Initial items required by PSD/TSC for release of orders				
(5-9 months prior to approved separation date)				
Officer Separation Orders or Enlisted Discharge Authorization (as applicable)				
NPPSC 1900/1 NPPSC Separation Questionnaire (blocks 1-17)		PSD/TSC Clerk/S	upervisor	
Separation Evaluation (High Year Tenure (HYT) Only)	SD/TSC for release of orders oproved separation date)		aration Orders via PCS Round scellaneous Allowances before	
Initial items required by PSD/TSC for release of draft DD 214	ted Discharge Authorization (as applicable)	Separation Le	eave. Verify the following entit FIDS to Stop/Start/Ct	
(5-9 months prior to approved separation date)	n Questionnaire (blocks 1-17) Tenure (HYT) Only)		10 - Demolition Duty Pa	
	TSC for release of draft DD 214		11 - Flight Deck Pay	*
DD 2586 Verification of Military Experience and Training (VMET) and or	oproved separation date)		14 - Hardship Duty Pay	
Joint Service Transcript (JST)	iperlence and Training (VMET) and or		15 - Parachute Duty Pa	у
PTDY Orders/Request (Job and House Hunting)	louse Hunting)		16 - Hazardous Duty Pa	iy .
(Involuntary Separation Only)		-	21 - Diving Duty Pay	
	bmitted to PSD/TSC as completed		23 - Hostile Fire Pay	
Separation Leave Paper	proved separation date)		27/37 - Career Sea Pay 30 - Special Duty Assig	
Secondary items required be submitted to PSD/TSC as completed	varation/Transition Counseling Checklist	[30 - Special Duty Assig 35/68/DN - BAQ/BAH/	
(any time prior to approved separation date)	AVADMIN 187/14			Ion Allowance type "S" or "T"
	ESR PCS Travel		FL - Tax Free Zone	
DD 2648 Service Member Pre-separation/Transition Counseling Checklist	i) Check-Out	Submit SB01	If member is not supported by	E-leave
Command Check-Out Sheet per NAVADMIN 187/14	s)		214 Certificate of Release of D	
		Upload DD 21	14 Certificate of Release or Di eded, deliver to Service me	scharge from Active Doty to
PC8 Travel submitted via NSIPS ESB PCS Travel	tion (ISP) Recipients Only		PS Strength Loss/E503 Releas	
Bachelors Enlisted Quarters (BEQ) Check-Out	e Remarks (Page 13) Agreement to Serve		on Pay Worksheet Processed	
	ct or Denial Letter int Acceptance and Oath of Office.	Prepare and	Release Final Separation Pay	
NPPSC 1900/1 NPPSC Secarations Questionnaire (redical and dental endorsements)	613 Administrative Remarks from			/
Sevaration Evaluation				
For Involuntary Separation (ISP) Recipients Only				
NAVPERS 1070/613 Administrative Remarks (Page 13) Agreement to Serve				
Enlisted: Signed Reserve Contract or Denial Letter				
Officer: Signed Officer Appointment Acceptance and Oath of Office,		X X /		
Denial Letter, or NAVPERS 1070/613 Administrative Remarks from			tember Des consultan Torrest	
NAVPERSCOM (PERS-9)	NSIPS Strength Loss	DD 2648 Service N	Aember Pre-separation/Transit	
NDDSC 1000/	INPPSC Separations Questionsaire	NPPS	Command Check-Out Shee C 1900/2 NPPSC Separations	
	serve Contract/Oath or Denial Letter			eparation Pay Worksheet
	sharge Authorizations (as applicable)			valuation (as applicable)
	Separation Orders			uarter (BEQ) Check-Out
PTDY Orde	rs/Request (Job and House Hunting) (Involuntary Separation Only)	N	AVPERS 1070/613 Administr	
	Separation Leave Paper		TRIM	documents (as required)
III. SIGNATURES				
Clerk Name (Last, First, MI)		Clerk Signature		
for an analysis of the second s		0		
Supervisor Name (Last, First, MI)		Supervisor Signate	ure	

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

<u>Medical documents</u> <u>are NOT to be submitted</u> <u>with separation packages, as</u> <u>this is a violation of HIPAA</u>





Separation Documentation (cont.)

Complete package must contain the following, as applicable:

- Reserve Documentation, if available
 - Signed Reserve Contract (for Officers with < 8 years)
 - 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)

<u>Medical documents</u> <u>are NOT to be submitted</u> with separation packages, as this is a violation of HIPAA





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

1. Name (Last, First, MI)			2. DoD ID 3. Telephone Number				
Service Member/Command Initial Items Required by PSD/TSC for Release of Orders (5-9 months prior to approved Fleet Reserve/Retirement date)							
Message of Intent / Permanent or Temporary Disability Retired List (PDRL or TDRL) Message (Enlisted) or Retirement Orders (Officer)	mber/Command 'SD/TSC for Release of Orde Id Fleet Reserve/Retirement	rs date)	PSD/TSC Clerk/Supervisor				
NPPSC 1900/1 NPPSC Separations Questionnaire (Blocks 1-17)	r Temporary Disability Retired List add) or Retirement Orders (Officer)		Request Fleet Reserve/Retirement Orders via PCS Roundup (PCSR)				
Initial Items Required by PSD/TSC for Release of Draft DD-214	lons Questionnaire (Blocks 1-17)		OBLISERV to meet Fieet Reserve date				
(5-9 months prior to approved Fleet Reserve/Retirement date)	VTSC for Release of Draft DD d Fleet Reserve/Retirement)-214 Jate)	Stop/Start Miscelaneous Allowances before member goes on PTDY as Separation Leave. Venty the following entitlements: FIDG to StartStop/Change				
DD-2586 Verification of Military Experience and Training (VMET)/ Joint Service Transcript (JST)	Experience and Training (VMET)		10 - Demolition Duty Pay 11 - Flight Deck Pay				
PTDY Orders/Approved Job and House Hunting Request	House Hunting Request		14 - Hardship Duty Pay				
Separation Leave Paper	to be submitted to PSD/TSC roved Fleet Reserve/Retireme		15 - Parachute Duty Pay 16 - Hazardous Duty Boy				
Secondary items required to be submitted to PSD/TSC as	d) or Statement of Service (Officer)		21 - Diving Duty Pary 23 - Hostile Flar Pay				
ompleted (anytime prior to approved Fleet Reserve/Retirement date)	etired Personnel (Read form instructed signatures were obtained.) (Mus	tions for	27/37 - Career Sea Pay				
Final Approval Message (Enlisted) or Statement of Service (Officer)	for to approved retirement date or t rt, no exceptions)	ul	30 - Special Duty Assignment Pay				
DD-2656 Data for Payment of Retired Personnel (Dead form instructions for	eling Checklist		35 56/DN - BAC/BAH/Meal Deduction 65 S/T - Family Separation Allowance type "S" or "				
completion and ensure all required signatures were obtained.) (Must be	W NAVADMIN 187/14)		FL - Tax Free Zone				
received by DFAS 45-60 days prior to approved retirement date or full	lubmitted via NGIPS ESR PCS Travel		Submit Sp01 If member is not supported by E-leave				
deductions will automatically start, no exceptions)	2) Check-Out Ions Questionnaire (Medical and De		Submy OD-2656 Data for Payment of Retired Personnel to DFAS via "Ask OFAS" (45-60 days prior to approved retiremy it date)				
DD-2648 Pre-Separation Counseling Checklist		e i La	repare and Route DD-214 Certificate of Delease or Discharge from Active				
Command Check-Out Sheet (AW NAVADMIN 187/14)	be submitted to PSD/TSC ed by the member/command	prior	Duty				
NAVPERS 7041/1 PCS Travel Submitted via NSIPS ESR PCS Travel	teserve/Retirement date		Provide Route DD-214 Certificate of Release or Discharge from Active to Service Member				
Bachelors Enlisted Quarter (BEQ) Check-Out	id (ESR) – Submit documents to ap	propriat	Prepare NSIPS Strength Loss				
NPPSC 19001 NPPSC Separations Questionnaire (Medical and Dental	Dependency Application (RED/DA) (visitem (NSIPS)	ya Navy	ESC3 mieased Create Final Separation Pay Worksheet				
Enforcements)	Enrollment System (SOES)	-	Prepare Final Separation Pay				
Mtems not required to be submitted to PSD/TSC	d directions for travel claim liquidat	on	Release Final Separation Pay				
but must be initiated/completed by the member/command prior to approved Fleet Reserve/Retirement date Update Electronic Service Record (ESR) – Submit documents to appropriate section, if necessary		XX					
Record of Emergency Data and Dependency Application (RED/DA) via Navy Standard Integrated Personnel System (NSIPS)	Ctrength Loss	/	DD-2656 Data for Payment of Retired Personnel with confirmation of receipt				
SGLI enrollment via SGLI Online Enrollment System (SOES)	parations questionnaire	/	DD-2648 Pre-Separation Counseling Checklist Command Check-Out Sheet				
Prepare travel claim package and directions for travel claim liquidation	ierve Retirement Orders	1	NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist (this checklist)				
	Authorization Message		Final Separation Pay Worksheet				
PTDY Orders/Job and	House Hunting Request		TRIM Documents as Required				
III. SIGNATURES	Separation Leave Paper	-					
Clerk Name (Last, First, MI)			Clerk Signature				
Supervisor Name (Last, First, MI)			Supervisor Signature				

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> with package **



Fleet Reserve/Retirement Documentation

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 *<u>must be sent to DFAS 45-60 days prior to</u> <u>approved retirement date</u>
- 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

SEPARATIONS QUESTIONNAIRE NPPSC 1900/1 (Rev. 08-2019)

Supporting Directive NPPSCINST 5213.1A

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; E.O. 9397 (SSN), as amended. PURPOSES: To help the command pay and personnel administrator (CPPA) and supporting personnel support detachment (PSD)/transfer office simplify and explain separation procedures by advising Service members of available travel options and ensuing compliance with directives. ROUTINE USES: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. This routine use applies to Department of Defense (DoD) and Department of the Navy (DON) personnel who facilitate separation administrative actions and advances for Service members. DISCLOSURE: Mandatory. Failure to provide required information may inhibit timely separation of Service members.

General Informati	on (to be complet	ed by Service me	mber)				
1. Rate/Rank:	2. Name (Last, F	irst, MI):			3. S	SN (Full):	4. Date:
PS2/E5		/					06 Jul 2022
5. Personal Phone	e Number:	6. Pe	rsonal E-mail Addre	ess:			
7. Type of Separat	ion:	EAOS		8. Separation Date:		Dec 10, 202	22
9. Dates of Permis	sive TDY:	10. Dates of Tenn	inal Leave.	11. Home of Record:	BOCA RATON	N, FL	
From	<u>To</u>	From		12. Place of Entry on Act	ive Duty:	MIAMI, FL	
N/A	N/A	Nov 1, 2022	Dec 10, 2022	13. Home of Selection (if	applicable):	N/A	

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	ode: 33333
15. Complete Mailing Address of Service Member's Nearest Relative	e:		
a. Name:	b. Relationshi	p: SISTER	
c. Street Address:			
d. City: LA MESA	e. State: California	💽 f. Zip Co	de: 99999
16. Loan Repayment Program:			
a. Are you in a Loan Repayment Program? No 🔽 b.	. If "Yes", provide years of comm	tment:	
17. DD 214 Certificate for Release or Discharge from Active Duty			
a. Request Copy 6 of DD 214 be sent to the State of:	Request Copy 3 of DD 214 be s Veteran's Affairs Office in Wash		5 🔹
18. Dependency Status (select one):			
Single, No Dependent(s) Single, With Dependent(s)	Married With Dependen	t(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
\checkmark			
19. Advance Travel Request (select all that apply): *** Mu	st 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





block o 7. Methedi and Dental Officer endorsement of Signatare and hame.

Medical and Dental Endorsements (to be completed by a	authorized medical facility representative)	
1. Physically Qualified for Separation?	2. Dental Exam Complete?	•
3. MTF has Possession of service treatment record (STR)?	4. Requires Additional Dental Treatment?	•
5. Name of the Medical Treatment Facility:		
6. Name of Medical Officer/Representative:	MEDICAL/DENTAL	
7. Signature of Medical Officer/Representative:	· · · · · · · · · · · · · · · · · · ·	
8. Name of Dental Officer/Representative:	ENDORSEMENT(S) REQUIRED	
9. Signature of Dental Officer/Representative:		



Separations Questionnaire (cont.)

Verify the member's ESR for missing awards

SEPARATIONS QUESTIONNAIRE NPPSC 1900/1 (Rev. 08-2019)

Supporting Directive NPPSCINST 5213.1A

Medical and Dental Endorsements (to be completed by authorized medical facility representative)

Navy members separating from an activity that are not within an area supported by a Navy medical treatment facility (MTF) or do not have a DoD MTF within a reasonable commuting distance, please make copies of your STR and dental record and forward the originals to:

NAVY MEDICINE RECORDS ACTIVITY (NMRA) BUMED DETACHMENT ST LOUIS 4300 GOODFELLOW BLVD BLDG 103

ST LOUIS MO 63120 All STRs are the property of the U.S. Government and must be maintained at the appropriate medical/dental facility. The VA cannot process any current or future claim without a complete record on file of the time of separation.

Official Awards (to be completed by Service member)

Medal of Honor	POW Medal	Navy Recruit Training Service Medal
Navy Cross	Mavy Good Conduct Medal	Armed Forces Reserve Medal
Defense Distinguished Service Medal	Naval Reserve Meritorious Service Medal	Naval Reserve Medal
Distinguished Service Medal	Navy Expeditionary Medal	Philippine Presidential Unit Citation
Silver Star	National Defense Service Medal	Republic of Korea Presidential Unit Citation
Defense Superior Service Medal	Korean Service Medal	Republic of Vietnam Presidential Unit Citation
Legion of Merit	Antarctica Service Medal	Republic of Vietnam Gallantry Cross Unit Citation
Distinguished Flying Cross	Armed Forces Expeditionary Medal	Republic of Vietnam Civil Actions Unit Citation
Navy and Marine Corps Medal	Vietnam Service Medal	Philippine Defense Ribbon
Bronze Star	Southwest Asia Service Medal	Philippine Liberation Ribbon
Purple Heart	Kosovo Campaign Medal	Philippine Independence Ribbon
Defense Meritorious Service Medal	Afghanistan Campaign Medal	United Nations Medal

	Meritorious Service Medal	Iraq	Campaign Medal		NATO Medal (Country Received)
	Air Medal		bal War on Terrorism reditionary Medal	\wedge	Multinational Force and Observers Medal
	Joint Service Commendation Medal	Glo Mex	bal War on Terrorism Service dal		Inter-American Defense Board Medal
	Navy and Marine Corps Commendation Medal	Kon	ean Defense Service Medal	À.	Republic of Vietnam Campaign Medal
	Joint Service Achievement Medal	Arm	ed Forces Service Medal		Kowait Liberation Medal (Kingdom and Saudi Arabia)
	Navy and Marine Corps Achievement Medal	Hur	nanitarian Service Medal		Kuwait Liberation Medal (Kuwait)
	Combat Action Ribbon	Mix	ary Outstanding Volunteer Service dal		Navy Rifle Expert Medal
	Presidential Unit Citation	Sea	Service Deployment Rizbon		Navy Pistol Expert Medal
	Joint Meritorious Unit Award	Nav	y Arctic Service Rizbon		Navy Rifle Sharpshooter Ribbon
	Navy Unit Commendation	Nav	y Reserve Sea Service Ribbon		Navy Pistol Sharpshooter Ribbon
	Navy Meritorious Unit Commendation		y and Marine Corps Overseas vice Ribbon		Navy Rifle Marksmanship Ribbon
	Navy "E" Ribbon	Nay	Recruiting Service Ribbon		Navy Pistol Marksmanship
Other /	Award(s) Not Listed Above:	/			
Signatu	res				
1. Servi	e Member Name:		2. Service Member Signature:		3. Date:
4. Comr	nanding Officer or Designee Name:		5. Commanding Officer or Designe	e Signatur	e: 6. 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-REEM) 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 BUPERSIMST 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 will.

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)

	ERTIFICATE OF RE	LEASE OR	DISCHARGE FRC	M ACTIVE D	UTY		FORM VOI
	This Report Contains Inf						
. NAME (Last, First, Middle)	2. DEP	and the state of the balance of the state of	MPONENT AND BRAN	NCH	3. SOCIAL	LSECURIT	NUMBER
A GRADE, RATE OR RANK	b. PAY GRADE		NAVY-USN BIRTH (YYYYMMDD)	6. RESERVE C	BLIGATIO	TERMINA	TION DATE
IT2	ES	5. DATE OF	BIRTH (TTTTAMALAD)	(YYYYMMDD)		20191003	
a PLACE OF ENTRY INTO AC	and the second se	IN HOME OF	RECORD AT TIME O	E ENTRY (Chy ar	vistate or co		a if known)
IEMPHIS MEPS 980 NONCONNAH BLVD ME							
A LAST DUTY ASSIGNMENT	AND MAJOR COMMAND		b. STATION WHER	E SEPARATED			
OMNAVPERSCOM MILL		5	PERSUPPDET, N		HMILLIN	GTON. T	N
COMMAND TO WHICH TRAN						OVERAGE	
OMMANDER NAVY PER	SONNEL COMMAN	D (PERS-912	MILLINGTON T	N TONSS		NT- \$400 (
 PRIMARY SPECIALTY (List n specially. List additional specially 	umber, tille and years and m	nonths in periods of	12. RECORD OF SE		YEAR(S)	MONTH(S)	DAY(S)
- 2791 INFORMATIONS SY		person or	A DATE ENTERED A		2012	04	27
F - 2791 INFORMATIONS SY MOS.)		TOR(2YRS,	6. SEPARATION DAT		2018	12	12
X X X Y	x x x	x x	C. NET ACTIVE SERV		06	07	16
x x x x	x x x	x x	d. TOTAL PRIOR ACT		00	00	00
x x x x	x x x	x x	e. TOTAL PRIOR INA		00	00	00
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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 Activity Gain case 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

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.

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

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

PP NAVPTO-YOKOSUKA

PP NAVPTO-GUAM

PP NAVPTO-BAHRAIN

PP NAVPTO-NAPLES

DD-214

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

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)

<u>OCONUS Seps</u>: 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.



This slide is provided by TSC Norfolk

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 --- Extensions ---EDLN EDLN Projected Transfer Name Rate SSN UIC CL EAOS Ind EXPENL Oth Sch Opr PRD Date Loss Date Aprv Date Resn 4016A 11 12/27/2022 PS2 12/27/2022 26 0 0 07/01/2023

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2 Records Found For Support UIC 43322

PSSN

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

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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 (<u>unless</u> sent to previous command) My Navy Career Center BLDG 768 RM E302 5720 Integrity Drive Millington TN 38055-6300





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.

- Identify career intentions early
- 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.







- 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







- MyNavy HR CPPA Resources Page: <u>https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/</u>
- CPPA Handbook: <u>https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/CP</u> <u>PA%20HANDB00K.pdf?ver=ojf1gR0dTBC8MewfdHmkUA%3d%3d</u>
- Receipts SOP: <u>https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%200perating%20Proc</u> <u>edures/S0Ps.aspx</u>

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?







This concludes the Separations and Retirements process training.

Thank you for your participation!

