



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 006-21

UPDATE: **TIMELY SUBMISSION OF SEPARATION/RETIREMENT TRANSACTIONS**

Release Date: 02/16/2021 Effective Date: IMMEDIATELY

BLUF: 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.

DISCUSSION: Three data dives were conducted in 2020, and each dive showed a decrease in fleet support regarding submission of separation/retirement documentation in a timely manner. In order for separation activities to meet Navy standard timelines, as well as DFAS processing timelines, documents must be submitted 60 days prior to the start of a members terminal leave, permissive TDY, or separation/retirement date, whichever date comes first.

If a DD-214 is not finalized within 14 days of member's departure from the command on terminal leave and/or PTDY, TSC/PSD personnel will be authorized to finalize member's DD-214 by marking it "Signature Unattainable."

Signature Unattainable does not negatively impact the Service Member and does not invalidate the document in any way.

WHAT THIS MEANS TO YOU:

- ✚ **CPPA's** – ENSURE TOPS Transaction naming convention are followed, so the TSC/PSD is fully aware of the transaction and timeliness
- ✚ **Separation/Retirement** transactions are to be initiated and actionable not later than 60 days before a member is scheduled to depart the command on leave/PTDY.
- ✚ **Ensure all Key Supporting Documents (KSD) are submitted IAW all policies and procedures set forth in SOP's, NAVADMINs, and instructions.**
- ✚ **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
 - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
 - <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources>

*****DISSEMINATE TO ALL TENANT COMMANDS AND CPPA'S UNDER YOUR AOR*****

POC:

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