



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N7: 009-23

## PROCEDURE UPDATE: GUIDANCE ON TERMINAL/SEPARATION LEAVE PROCESSING

Release Date: 5/11/2023

Effective Date: Immediately

**BLUE:** Incorrect calculation and reporting of separation (terminal) leave continues to cause delays or reduction in Sailors' final pay disbursements. To prevent the late delivery of and potential reduction of final pay, effective immediately:

- Sailors will not route separation leave via Navy Standard Integrated Personnel System (NSIPS) e-leave, and
- Command Pay and Personnel Administrators (CPPA) will complete [SECNAV form 7000/8T \(Nov 20\) Leave Request/Authorization](#) for Sailors taking separation leave and will submit approved leave authorization via enterprise Customer Relationship Management (eCRM)/Salesforce as part of separation packet. Form may be digitally or wet signed.

Transaction Service Center (TSC) Norfolk's Center of Excellence for Separations and Retirements (COE-S&R) **will now** process approved leave requests associated with separation for those service members taking leave.

**DISCUSSION:** Incorrectly coded leave frequently results in checkage of pay due to erroneous excess leave charges. In addition, delays in the reporting of leave associated with separation has resulted in significant delay in delivery of Sailors' final pay. Terminal Leave associated with a Sailor's separation, whether taken before House/Job hunting PTDY or after, will be inputted by TSC Norfolk personnel based on the approved terminal leave request submitted with the separation case via eCRM/Salesforce. TSC Norfolk will assign a Leave Control Number (LCN).

- Job/house hunting is Permissive Temporary Duty (PTDY) per [MILPERSMAN 1320-220](#) are not a form of leave. Do submit no-cost PTDY orders issued locally by originating command for approved PTDY period.
- If a Sailor has indicated on NPPSC form 1900/1 (Separation Questionnaire) that separation leave will be taken, an approved leave request must be submitted. Cases without an approved separation leave request will be returned to the command as CPPA Action Required. If the Sailor's separation leave changes after submission of NPPSC form 1900/1, please ensure that this is communicated via the Salesforce case so that separation processing is not delayed. [MILPERSMAN 1050-120](#) provides additional guidance for separation leave requests.
- Leave approved for a period prior to beginning PTDY or SkillBridge will be reported by the command via NSIPS e-leave using Type of Leave (Block 12a of e-leave request) **Ordinary**, not Separation/Retirement.

**Separation Leave Crossing Fiscal Year (FY).** Be mindful of leave being lost at the end of the FY. If a Sailor plans a period of separation leave that bridges the end of the current FY but fails to take into account that there may be leave days lost at the end of the FY, the total number of separation leave available may be reduced due to leave lost. For those eligible, it is recommended to use job/house hunting PTDY **after** separation leave rather than before. This can allow any leave that may be lost at the end of the FY to be used rather than being lost.

### WHAT THIS MEANS TO YOU:

- ✚ **Command Leave Administrators (CLA), CPPAs, and Admin Departments.** Separation leave for Service members transferring to the Fleet Reserve, retiring, or separating at their EAOS (or earlier) **will be** charged by TSC Norfolk COE-S&R. A copy of the approved leave request must be submitted with the separation case via eCRM/Salesforce case. This change **does not** apply to Reserve Sailors who are demobilizing, completing ADOS, or other periods of active duty. Follow the guidance provided by the TSC Norfolk Reserve Center of Excellence – guidance available on [MyNavy HR CPPA Resources website](#).

✚ OPS ALERTS and CPPA RESOURCES can be found on:

- [https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx)
- <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/OPS-Alerts/>

**\*\*\* REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAS IN YOUR AOR \*\*\***

**\*\*\* PASS THE WORD \*\*\***

**POC:**  
NPPSC N3 GLOBAL OPERATIONS  
[personnel\\_nppsc.fct@navy.mil](mailto:personnel_nppsc.fct@navy.mil)