



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 026-24

PROCEDURE UPDATE: DD 214-1 ISSUANCE FOR RESERVE COMPONENT SAILORS

Release Date: 12/18/2024 Effective Date: Immediately

BLUF: Effective immediately, Reserve Component (RC) members with a separation date from RC of 1 February 2025 or later will be issued the DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum per DOD Instruction 1336.01 (Certificate of Uniformed Service). Navy Reserve Activity Command Pay and Personnel Administrators (CPPA) will submit cases for Sailors separating from the RC via enterprise Customer Relationship Management (eCRM)/Salesforce to Transaction Service Center (TSC) Norfolk's Reserve Center of Excellence (RCOE).

Discussion: DOD Instruction 1336.01 implements the DD 214-1 for Sailors separating from the RC. RC Sailors in the four categories below are eligible for the DD 214-1. When a DD 214-1 is issued, it accompanies a DD 214 Certificate of Uniformed Service.

DD 214-1 Eligibility Criteria

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Members who are separated or released from a Reserve Component.	Reserve Component members transferred to the Individual Ready Reserve or the Inactive National Guard.	Reserve Component members transferred to the Standby Reserve or Retired Reserve.	Recalled retirees reverting to retired status.

NOTE: Per DoDI 1336.01, RC Sailors separating from active-duty orders (mobilization, ADOS, CANREC, etc.) will continue to receive a DD 214 vice a DD 214-1, as they are not separating from the RC.

Reserve Separations: The DD 214-1 will be issued to all RC Sailors transitioning, separating, or retiring from a Reserve Component to document total career points, total active and inactive service, and non-regular retirement (NRR) calculations. It provides a detailed list of activations, noting whether each Service member qualifies for NRR eligibility age reduction. This will allow Reservists with qualifying active service to retire with pay sooner than age 60.

Electronic Service Record (ESR) Review: Service information recorded on the DD 214/DD 214-1 will be automatically filled in from the Service member's ESR. Sailors and units responsible for service record entries must verify all ESR information 12 months prior to separation or retirement date. In cases where ESR data is missing or inaccurate, CPPAs and personnel offices can correct ESR information using the CPPA Supervisor user role; commands without CPPA Supervisor access should refer to the [PersPay Case Routing Guidance for ESR](#) outlined on the [MyNavy HR CPPA Resources website](#). TSC Norfolk Reserve Center of Excellence (RCOE) will validate and add entries to the DD 214/DD 214-1 when proper key supporting documents (KSD) are provided.

eCRM Case Submission: CPPAs will follow the [PersPay Case Routing Guidance for Reserve Services](#) to submit eCRM cases for DD 214-1. The forms below are available on the [MyNavy HR website > NPPSC Forms](#):

- NPPSC 1900/3 Reserve Separations Questionnaire
- NPPSC 1900/4 Reserve Separations Checklist

Timelines: Submit cases requesting DD 214-1 5 to 9 months prior to, but no later than 60 days prior to the separation date. Early submission allows for enough time to make corrections to the Sailor's record and resolve any discrepancies (to include Navy Enlisted/Officer Participation System (NEOPS)) prior to DD 214-1 issuance.

NSIPS DD 214 Interactive User Guide: An interactive user guide is available on the training tab of the [NSIPS home page](#). The interactive guide contains specialized training for Sailors, DD 214/DD 214-1 Separation Clerks and Supervisors. Follow the steps below to access the guides:

- 1) Log in to NSIPS. (https://www.nsips.cloud.navy.mil/nsipsclo_landing/index.html)
- 2) At the NSIPS splash page, select the TRAINING link at the top of the page.
- 3) Under TRAINING, click on INTERACTIVE TRAINING.
- 4) Scroll down to RETIREMENTS AND SEPARATIONS TRAINING.
- 5) Click on NSIPS DD 214 INTERACTIVE USER GUIDE.

DD 214 and DD 214-1 Processing and Signing: Please see below for a summary of steps in the DD 214/DD 214-1 issuance process.

Step 1: Separation Clerk or Supervisor

- Generates DD 214/DD 214-1 worksheet in NSIPS.

Step 2: Service Member

- Reviews the worksheet and marks it “*Accurate*” as their final signature, or marks it “*Inaccurate*” and routes back with corrections and KSDs, as needed.

Step 3: Separations Supervisors

- Signs the accurate DD 214/DD 214-1 worksheet in NSIPS.

Step 4: DD 214/DD 214-1 is transmitted to the Service member’s Official Military Personnel File (OMPF) one day after the date of separation.

NOTE: All DD 214s/DD 214-1s and DD 215s will be digitally signed in NSIPS vice BOL Document Services.

WHAT THIS MEANS TO YOU:

- ✦ **CPPA:** Submit eCRM cases to request issuance of DD 214-1s for qualifying Sailors with a separation or retirement date of 1 February or later.
- ✦ **CPPA:** Familiarize yourself with the NSIPS DD 214/DD 214-1 Interactive User Guide and provide guidance as necessary for separating or retiring Service members.
- ✦ **CPPA:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info on the [RSC SharePoint Pages](#).
- ✦ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance ([eCRM Library](#)) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

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POC:

Refer to your Regional Support Center for questions.

Find your RSC contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#).