



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 006-25

PROCEDURE UPDATE: NAVADMIN 055/25 SEPARATIONS

Release Date: 3/14/2025

Effective Date: Immediately

BLUE: This Ops Alert announces procedures for submission of enterprise Customer Relationship Management (eCRM) cases in line with NAVADMIN 055-25.

ACTION: Upon receipt of separation authorization in line with NAVADMIN 055-25, follow procedures below when submitting eCRM cases. Submit cases via the Legal Restricted module in eCRM. CPPAs requiring access to Legal Restricted permissions will follow procedures outlined in [Ops Alert 005-23](#).

Case Details	Select	Notes
Subject	Rate/Grade LName, FName, Type of Sep (Retirement, FLTRES, Voluntary Separation, Involuntary Separation), DD MMM YYYY (Date of PTDY/Term Lv).	
Description	Be thorough in description to avoid delays.	
Effective Date	Date of separation.	
Case Type	PersPay Legal Restricted	Do not submit cases as Retirements/Separations in unrestricted PersPay.
Request Type	NAVADMIN 055/25 Separation	Do not select other options
Problem Code	NAVADMIN 055/25 FLTRES/Retirement	Select as applicable. This includes Sailors authorized early FLTRES/retirement under NAVADMIN 055/25.
	NAVADMIN 055/25 Voluntary Separation	Enlisted separation requests and officer resignations
	NAVADMIN 055/25 Involuntary Separation	Involuntary enlisted separation requests and officer resignations
	NAVADMIN 055/25 DD 214-1 Request	Voluntary and Involuntary Selected Reserve separation requests and officer resignations DD 214-1 <i>Certificate of Uniformed Service, Reserve Component Addendum</i>
Routed To	TSC Norfolk	
Contact Name	This is the Sailor's information , not the CPPA submitting the request.	

KEY SUPPORTING DOCUMENTS (KSD): Submit separation approval (FLTRES/Ret, Voluntary, or Involuntary separation/resignation) and follow KSD requirements outlined in applicable [NPPSC separation checklist](#):

- NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist
- NPPSC 1900/2 Separations Questionnaire
- NPPSC 1900/4 Reserve Separations Checklist (DD 214-1 Requests)

Note 1. To ensure NAVADMIN 055/25 separations are closely monitored and managed in a time-efficient manner, it is critical cases are submitted as Legal restricted cases. Cases erroneously submitted as non-restricted Request Type "Retirements/Separations" will have case files removed and will be closed without action; CPPAs will be directed to submit a Legal Restricted case per this Ops Alert.

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs:** Follow guidance in this Ops Alert when submitting separation cases per NAVADMIN 055/25.
- ✚ **CPPAs:** Ensure you have appropriate eCRM Legal Restricted case access per [Ops Alert 005-23](#).
- ✚ **CPPAs:** Find your 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 (RSC) for questions.

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