Use Career Information Management System (CIMS) to submit Sailor’s Fleet Reserve (FLTRES) or Retirement request.

1. Adhere to the following timeline for submitting member’s Fleet Reserve or Retirement request:
   - E6 / below: 6-18 months prior to requested date.
   - E7 / above: 6-24 months prior to requested date.
   - Retirement (30 or more years of service): 6-24 months prior to requested date.

2. Verify the following, prior to submitting the member’s request:
   - Member’s request has been approved by the chain of command.
   - Member’s requested date for transfer to the Fleet Reserve will not cause the member to exceed High Year Tenure (HYT), unless a waiver request has been approved by PERS 836.

3. Submit member’s request:
   - In the DoD CAC Authentication drop down, select ‘CIMS Command Career Counselor’.
   - Using left menu, navigate to Contract Administration > Force Management > Use > Retirement.
   - In ‘Empl ID’ field, enter member’s name or SSN.
   - In ‘Retirement’ tab, click the magnifying glass for ‘Program Code’ and select type of retirement requesting (E, M or P).
   - In third box down, select all items that apply.
   - For ‘PTDY Days Requested’ enter 20 and for ‘Leave Days Requested’ enter 60 (member can always elect to take less leave days)
   - In fourth box down, select the calendar icon to the right of the ‘Retirement Date’ block; enter date.
     - ‘Transfer to Fleet Reserve’ day is last of the month, if under 30 years.
     - ‘30 year Retirement’ day is first of the month.
   - In last box down, select ‘Cancel Request’ (if canceling a previously submitted request).

4. Monitor command message traffic for three consecutive messages sent to member:
   - ‘Message of Acknowledgment’ is automatically generated and released upon receipt of request by PERS 836 (3-5 business days).
   - OPINS will not always send an acknowledgment message.
   - OPINS will not send message if member has ever received an acknowledgment message for any type of request in the past that was processed thru OPINS.
   - ‘Message of Intent (MOI)’ is released after completion of routing by PERS 836 and receipt of disposition advisement from the Enlisted Community Manager/Detailers (normally, 30-60 days following submission of request).
   - ‘Final Authorization/Statement of Service Message’ is released no later than 120 days prior to requested RET/FLTRES date.
     - NOTE: Messages are prioritized by request date (requests for JAN 2013 processed prior to requests for MAR 2013.)
   - View messages for one year at BOL > APPLICATIONS - FORMAN - STATUS.

5. Obtain assistance:
   - PERS 836, Ms. Karla Lee:
     - 901-874-3247, DSN 882
   - View NPC resources: