

MILPERSMAN 1810-010

VOLUNTARY RETIREMENT OF ENLISTED PERSONNEL - 30 OR MORE YEARS OF ACTIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-836)	Phone:	DSN COM FAX	882-3247 (901) 874-3247 882-2762
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) 10 U.S.C. §8326 (b) 5 U.S.C. §8301 (c) SECNAVINST 1850.4E (d) DoD Directive 7000.14-R, Financial Management Regulation, Volume 7B, Chapter 1 (e) BUPERSINST 1900.8E (f) BUPERSINST 1070.27C (g) Defense Joint Military Pay System Procedures Training Guide (DJMS PTG) (h) NAVPERS 15665I, U.S. Navy Uniform Regulations
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1. **Policy.** Per reference (a), an enlisted Service member of the Regular Navy who has completed at least 30 years of active service may be retired upon application. Per reference (b), the effective date of retirement is the 1st day of the month, after the month in which service requirements have been fully met. For Service members retiring, release from active duty must be effective on the day immediately preceding the effective date of retirement.

2. **Deferment or Cancellation of Retirement for Service Member in Medical Status.** Per reference (c), retirement of a Service member who has reached high year tenure and for whom transfer to the Retired List is mandatory, may only be deferred if the Service member is hospitalized due to nonelective circumstances (i.e., acute, grave, or life threatening condition), or a medical board report has been accepted by the president of a physical evaluation board for disability evaluation processing.

3. **Creditable Service for Retirement**

a. Reference (d), paragraph 010302 provides explanation of types of creditable service for retirement purposes.

b. Active service is defined as:

(1) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof; and

(2) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army National Guard or Air National Guard on Federal duty.

4. **Submission of Retirement Requests.** The following are guidelines for submission of a Service member's request for transfer to the Retired List:

a. Service members with commands that have access to the Navy Standard Integrated Personnel System (NSIPS) are directed to submit requests through the retirements and separations (RnS) self-service function. This provides transparency for Service members on the status of their requests, an integrated waiver process (when needed), and electronic notification of the final disposition of requests for both members and the command. Any waiver required (e.g., time in grade, time on station, monetary, etc.) must be attached with the command's recommendation under the "waiver" tab on the NSIPS RnS request. Afloat commands without access are permitted to submit requests via the Officer Personnel Information System (OPINS) or the NSIPS Career Information Management System (CIMS) until upgraded to NSIPS Web-Afloat capability.

b. Submit requests within 6-24 months prior to the requested date.

5. **Navy Personnel Command (NAVPERSCOM), Enlisted Retirements Branch (PERS-836) Responsibility.** PERS-836 must:

a. Prepare and issue the Retirement Authorization/Statement of Service message no later than 120 days prior to the requested retirement date, and

b. Prepare and forward a package that contains a letter of appreciation from the President of the United States, [DD 363N](#) Certificate of Retirement, and other information (as applicable). The package will be forwarded to the Service member's command no later than 4 months prior to the approved retirement date.

6. **Responsibility of Servicing Personnel Support Office or Administrative Office.** Personnel support office or administrative office should:

a. Receive a copy of the retirement authorization letter no later than 120 days prior to requested date. If retirement authorization is not received, contact PERS-836 immediately for assistance,

b. Prepare [DD 214](#) Certificate of Release or Discharge from Active Duty per reference (e),

c. Issue the retirement orders no earlier than 9 months prior to the retirement date, unless approved by PERS-836,

d. Update Service member's official military personnel file per [MILPERSMAN 1070-111](#) and reference (f),

e. Process Navy strength loss documents per reference (g), and

f. Forward completed [DD 2656](#) Data for Payment of Retired Personnel to Defense Finance and Accounting Service (DFAS), Cleveland per reference (g).

7. **Responsibility of Retirees.** The retiree must:
- a. Respond promptly to all official correspondence;
 - b. Keep NAVPERSCOM, Reserve Personnel Services Branch (PERS-912) informed of current contact information through the use of the MyNavy Career Center (MNCC) via phone: 1-833-330-6622 (toll free), 901-874-6622 (commercial), or 882-6622 (DSN), or by e-mail at: askmncc@navy.mil;
 - c. Access and use the [DFAS Retired Military and Annuitant](#) Web page for retired pay concerns; and
 - d. Understand the retiree is subject, at all times, to the laws, regulations, and orders of the Navy. The retiree may wear the uniform from place of release to home within 3 months after the date of release and subsequently on occasions of ceremony per reference (h).