

MILPERSMAN 1830-040

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY - 20 YEARS

Responsible Office	NAVPERSCOM (PERS-836)	Phone:	DSN COM FAX	882-3246 1-866-827-5672 882-2762
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References	(a) 10 U.S.C. §8330 (b) DoD Directive 7000.14-R of January 2020 Financial Management Regulation, Volume 7B, Chapter 1 (c) OPNAVINST 1811.3A (d) DoD Instruction 1341.13 (e) SECNAVINST 1850.4F (f) BUPERSINST 1900.8E (g) BUPERSINST 1070.27C (h) Defense Joint Military Pay System (DJMS) Navy Procedures Training Guide (PTG) (i) NAVPERS 15665I U.S. Navy Uniform Regulations
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1. **Policy.** Per reference (a), Enlisted Service members who have completed 20 years of active duty service may request to be transferred to the Fleet Reserve, at their request, per reference (a). Once submitted, a member's date may be changed only upon member's request and with favorable endorsement by the commanding officer (CO) or involuntarily due to national security interest. Per reference (b) paragraph 020101 A., the Fleet Reserve is composed of enlisted members of the naval service transferred to the status under §8330. It was established to provide an available source of experienced former members of the Regular Navy or Navy Reserve. These members could be organized without further training to fill billets requiring experienced personnel in the first stages of mobilization during an emergency or in time of war.

a. Members of the Fleet Reserve may be ordered to active Duty without their consent in time of:

(1) War or national emergency declared by the Congress, for the duration of the war or national emergency and for 6 months thereafter; or

(2) National emergency declared by the President or when otherwise authorized by law.

b. In time of peace, any member of the Fleet Reserve may be required to perform not more than 2 months of active duty for training during each 4 year period.

2. Creditable Service

a. Reference (b), paragraph 010302, describes the types of service that is creditable 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.

3. Eligibility Requirements

a. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the Service member has completed:

(1) 20 years of active service by the requested date of transfer to the Fleet Reserve,

(2) Obligated service requirements established by either a reenlistment or extension of enlistment contract and or completion of current assignment established by projected rotation date (PRD),

(3) Current Department of Defense area tour,

(4) Enlisted Service members serving in pay grades E-7 through E-9 require a minimum of 2 years active duty in grade per reference (c). In individual cases involving substantial hardship, unusual circumstances, or when the best interest of the Service is concerned, waivers of time-in-grade may be

authorized by Commander, Navy Personnel Command (COMNAVPERSCOM), but not for less than 6 months time-in-grade, and

(5) Applicable tour at ultimate duty station when request is received by Navy Personnel Command (NAVPERSCOM) Enlisted Retirements Branch (PERS-836), following the date of issuance or notification of permanent change of station (PCS) orders. If Service member has not been notified of impending orders, Service member may request transfer to the Fleet Reserve no later than his or her PRD.

b. Service members should request a Fleet Reserve transfer date that does not exceed the established PRD for their current assignment. Requests that require a PRD adjustment to attain Fleet Reserve eligibility will be considered on a case-by-case basis. Requests for PRD adjustments must be received by NAVPERSCOM Career Management Department (PERS-4) 12-24 months in advance of the requested Fleet Reserve date.

c. Voluntary requests to retire/transfer to the Fleet Reserve from members who have obligated service associated with the transfer of Post 9/11 GI Bill Education Benefits will not be approved for a date prior to the completion of the obligated service. For members whose beneficiaries have not used the benefits, the service member may revoke the transfer of benefits on the Transferability of Education Benefits Web site and provide proof of that action in their request. If request is submitted through the Navy Standard Integrated Personnel System (NSIPS) Retirement and Separations (R&S) self-service function, member is required to upload proof into the waiver tab. If submitted in another manner, it must be included as supporting documentation. For members whose beneficiaries have used any portion of the benefit, revocation is **not** an option and the request will be disapproved if the date requested is prior to the obligation end date.

Note: Members retiring/transferring to the Fleet Reserve with a qualifying condition per reference (d) do not have to revoke benefits.

4. **Service Members Not Eligible For Fleet Reserve Transfer**

a. Service members are not eligible for transfer to Fleet Reserve if:

- (1) Awaiting disciplinary action.
- (2) Pending court-martial action, including serving a sentence of a court-martial and time on probation.

(3) Pending resolution of an investigation.

(4) Awaiting civil action.

(5) Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM Career Progression Department (PERS-8).

(6) Awaiting administrative discharge processing action, including a request to transfer to the Fleet Reserve in lieu of administrative separation processing or detachment for cause.

(7) Awaiting results of a disability evaluation. Service members, at their own request, desiring transfer to the Fleet Reserve instead of continuing disability processing may waive treatment and or disability evaluation processing.

Note: Service members in a limited duty (LIMDU) capacity are not considered to be in the disability evaluation process and their requests will be processed as a regular Fleet Reserve request. Local approval of LIMDU is not authorized when it will retain a member beyond 20 years of active service. LIMDU may only be approved by NAVPERSCOM, Deployability Assessment Branch (PERS-454) for members who will exceed 20 years.

(8) Currently in receipt of hardcopy PCS orders, or if notified by any means (e-mail, message, telephone, or personal visit) that PCS orders will be issued and the Service member is within 6 months of PRD. Since PCS orders and a Fleet Reserve message of intent (MOI) both have PCS entitlements tied to them, possessing both is not authorized. Members must first execute any PCS orders in hand before submitting a Fleet Reserve request or request cancellation of PCS orders.

(9) Undergoing garnishment of pay on authorized date of transfer.

b. Requests received from Service members in categories listed in subparagraph 4a above, will normally be disapproved. Approved Fleet Reserve transfer requests for members who are subsequently placed in one of the above categories may be held in abeyance only with authorization from PERS-836, pending resolution. Once status is resolved, the command must notify PERS-836 of action taken.

c. PERS-836 must be notified by a Service member's command utilizing exhibit 2 of any circumstances listed in subparagraph 4a above. Under unusual circumstances, the Chief of Naval

Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

d. Once a Service member's case has been resolved, notify PERS-836. A new Fleet Reserve transfer authorization will be issued if date of original Fleet Reserve authorization has expired.

5. **Deferment or Cancellation of Transfer to the Fleet Reserve for Service Members in Medical Status.** The following is applicable for members in a medical status:

a. Service member undergoing **non-elective** medical treatment (i.e., acute, grave, or life threatening), not involving physical evaluation board (PEB) proceedings, or appearance before a medical board requiring departmental action, may be retained up to 60 days with authorization from PERS-836. If it appears that the member will require prolonged treatment, which could defer transfer to the Fleet Reserve, the CO or officer in charge of the appropriate naval medical treatment facility must make a specific report of the circumstances to PERS-836 utilizing exhibit 1 format.

b. Service member who is involved in PEB proceedings or appearance before a medical board requiring departmental action, must not be transferred to the Fleet Reserve until final action is completed and instructions are received from PERS-836. Normally, a member found unfit will be retained until member qualifies for disability retirement subject to the conditions set forth in reference (e). The law requires that a member complete at least 20 years of service to be eligible for retirement benefits by reason of physical disability when the disability is ratable at less than 30 percent by the Veterans Administration schedule for rating disabilities. If the member is found fit, notify PERS-836. If the member is found unfit and waives disability benefits, notify PERS-836 by message with information; copy to president, PEB of the waiver. **Under no circumstances should a member be referred to the PEB with an approved Fleet Reserve date without prior approval from PERS-836.**

c. Service members who continue to perform duties of their office, rank, grade, or rating until commencing processing for non-disability retirement must be presumed "fit for duty" unless it can be overcome by a preponderance of evidence that the member is physically unable to perform duties of their office, rank, grade, or rating. The PEB will make the determination. See reference (e).

d. Service member who has reached high year tenure (HYT) and for whom transfer to Fleet Reserve is mandatory, may only be deferred if member is hospitalized due to non-elective circumstances (i.e., acute, grave, or life threatening) or a medical board report has been accepted by PEB president for processing under reference (e).

e. Service members who already have a Fleet Reserve approved date and are currently in a LIMDU status (accounting category code (ACC) 105) must execute transfer to the Fleet Reserve as directed. Do not delay transfer to the Fleet Reserve solely due to member's LIMDU status. **Duration of LIMDU period must not exceed approved Fleet Reserve or HYT date.**

6. Deferment or Cancellation of Transfer to Fleet Reserve for Service Member on Case-by-Case Basis:

a. Due to the many administrative and planning actions involved on behalf of member and command, a request for deferral or cancellation of a Fleet Reserve transfer authorization will be granted on a case-by-case basis only. A number of factors, including command recommendation, past performance, manning levels, availability of relief, end-strength, effect on promotions, and critical skills possessed by member, will all be considered.

b. Approval is contingent upon Service member agreeing to remain on active duty for a sufficient period of time to permit reassignment or completion of a normal tour, whichever is applicable. In certain instances, such as those where manning or other requirements are not stabilized, deferral of an authorized Fleet Reserve date, rather than a cancellation, may be appropriate.

c. Short-term deferrals - 1 to 6 months may be authorized by PERS-836 if Service member is serving in an authorized billet and a relief is not on board. COs may request to defer transfer to the Fleet Reserve up to 30 days beyond the date authorized only when urgent operational commitments demand member's service. When requests for deferment are submitted for this reason, a full report of circumstances must be forwarded to PERS-836 with an information copy to the appropriate type commander.

d. In some instances, where rate manning or other requirements are not stabilized and action must be taken to

provide a qualified relief at the proper time, PERS-836 may offer an alternate date for transfer.

e. Requests for cancellation of Fleet Reserve transfer due to advancement selection that will change HYT limits will normally be approved. Requests must be made through NSIPS, noting the reason for cancellation as "to accept promotion." Service members without NSIPS capabilities will request cancellation using [NAVPERS 1306/7](#) Electronic Personnel Action Request, stating the member's intent to accept promotion and the command's recommendation for member's further retention in the naval service.

7. **Request Submission.** The following are guidelines for submission of a Service member's request for transfer to Fleet Reserve:

a. Service members in commands that have access to NSIPS are directed to submit requests through the RnS self-service function. This provides transparency to 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 (i.e., time in grade, time on station, monetary, etc.) must be attached with the command recommendation under the "Waiver" tab on the NSIPS RnS request. Afloat commands without access to NSIPS RnS are permitted to submit requests via the Officer Personnel Information System or the NSIPS Career Information Management System until upgraded to NSIPS Web-Afloat capability.

b. Submit requests within the following timeline:

(1) E-6 and junior: 6-18 months prior to requested date or;

(2) E-7 and senior: 6-24 months prior to requested date

Note: For information on submission or setting command routing matrix, visit: <https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp>. Under the Training Section, select User Productivity Kit (UPK), then select RnS hyperlink.

8. **Request Submission for Extraordinary Heroism Benefit.** Under certain circumstances, a Service member may request determination of entitlement to an additional 10 percent increase of retainer pay due to the performance of extraordinary heroism per reference (a). Extraordinary heroism will be documented in personal awards (i.e. silver star, Navy cross, and

or awards that are received with the "V" for valor attachment, etc.). A member may request determination utilizing the format shown in exhibit 3. PERS-836 will forward request to the Secretary of the Navy Board of Decorations and Medals for final determination. A member requesting determination of extraordinary heroism must also include copies of citation, certificate, and OPNAV 1650/3 Personal Award Recommendation (if available) as enclosures to the request.

9. Responsibilities

a. PERS-836

(1) Once request for transfer to the Fleet Reserve has been approved, PERS-836 will transmit MOI. The MOI will:

(a) Serve as the approval and authorization of the Fleet Reserve request contingent upon verification of total years of active service.

(b) Authorize movement of dependents and or shipment of household goods. For details or when orders can be written, see [MILPERSMAN 1800-020](#).

(c) Authorize execution of required obligated service (OBLISERV) in order to obtain sufficient service to transfer to the Fleet Reserve.

(2) PERS-836 will issue the final authorization/statement of service message no later than 120 days prior to the Fleet Reserve transfer date. **Under no circumstances will Service member be released from active duty without the final transfer authorization.**

b. Personnel Support Office or the Administrative Office

(1) Upon receipt of the MOI, ensure Service member has sufficient OBLISERV to reach the authorized Fleet Reserve date. If a conditional reenlistment is required due to maximum extensions on a current enlistment, the MOI will serve as approval to conditionally reenlist member per [MILPERSMAN 1160-030](#).

(2) Personnel support or administrative offices should receive a copy of the Fleet Reserve authorization at least 120 days prior to the approved date. If Fleet Reserve authorization is not received within 120 days in advance, contact PERS-836 immediately for assistance.

(3) Issue the orders, but not earlier than 9 months prior to the Fleet Reserve date without approval from PERS-836.

(4) Prepare the [DD 214](#) Certificate of Release or Discharge from Active Duty per reference (f).

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

(6) Process Navy strength loss documents per reference (h).

(7) Forward the completed DD 2656, Data for Payment of Retired Personnel to Defense Finance and Accounting Service, Cleveland as directed in reference (h).

c. Fleet Reservists

(1) Fleet reservists are required to comply with the following:

(a) Maintain readiness for active service in event of war or national emergency;

(b) Keep NAVPERSCOM Reserve Personnel Services Branch (PERS-912) informed of contact information through the use of the MyNavy Career Center (MNCC) toll-free number 1-833-330-6622, commercial 901-874-6622, DSN 882-6622, or by e-mail at askmncc@navy.mil;

(c) Inform PERS-912 of travel or residency outside the United States for a period in excess of 30 days by contacting the MNCC;

(d) Promptly respond to all letters addressed to them by proper authority; and

(e) Inform PERS-912 of any change in health that might prevent their service in time of war by contacting the MNCC.

(2) Fleet reservists are subject at all times to laws, regulations, and orders governing Military Services. In time of peace, Fleet reservists may be required to perform not more than 2 months of active service in each 4-year period. They may wear their uniform from place of release to home within 3 months

after date of release and subsequently on occasions of ceremony
as prescribed per reference (i).

Exhibit 1

Request for Cancellation/Medical Deferment to Fleet Reserve

1830
Ser 00/
Date

From: Commanding Officer, Naval Medical Treatment Facility
(name)

To: Commander, Navy Personnel Command (PERS-836)

Subj: REQUEST FOR CANCELLATION/MEDICAL DEFERMENT TO FLEET
RESERVE IN THE CASE OF (RATE) (NAME), (BRANCH)

Ref: (a) [MILPERSMAN 1830-040](#)

1. Request the approved Fleet Reserve in the case of Service member, effective DD MMM YYYY be cancelled/deferred for (XX months).

2. Per reference (a), Service member is no longer eligible for transfer to the Fleet Reserve due to (select the reason that applies)

a. Having been diagnosed with a medical condition or requires surgery or treatment that is non-elective (i.e., acute, grave, or life threatening) (explain condition or surgery, preferably using international classifications of diseases codes).

b. Having been referred to a physical evaluation board or having been placed in an account category code 355 status awaiting a physical disability evaluation.

3. My command point of contact is (attending physician's rank and name), who can be contacted at (phone number) or e-mail [XXXXXX@navy.mil](#).

(CO'S SIGNATURE)

Exhibit 2

Request To Cancel and Hold in Abeyance Transfer to Fleet Reserve

	1830 Ser 00/ Date
From: Commanding Officer, (name of command)	
To: Commander, Navy Personnel Command (PERS-836)	
Subj: REQUEST TO CANCEL AND HOLD IN ABEYANCE TRANSFER TO FLEET RESERVE IN THE CASE OF (RATE) (NAME), (BRANCH)	
Ref: (a) MILPERSMAN 1830-040	
1. Request the approved Fleet Reserve transfer in the case of Service member effective DD MMM YYYY be cancelled and held in abeyance.	
2. Per reference (a), Service member is no longer eligible for transfer to the Fleet Reserve due to (select the reason that applies below)	
a. Awaiting disciplinary action;	
b. Pending courts-martial action, including serving a sentence of a courts-martial and time on probation;	
c. Pending resolution of an investigation;	
d. Awaiting civil action;	
e. Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM, Career Progression Department (PERS-8).	
f. Awaiting administrative discharge processing action, including a request to transfer to the Fleet Reserve in lieu of administrative separation processing or detachment for cause.	
g. Undergoing garnishment of pay on authorized date of transfer.	
3. My command point of contact in this matter is rank/rate name, (phone number) or (e-mail address).	
	(CO'S SIGNATURE)

Exhibit 3

Extraordinary Heroism Determination

	Date
From: (Rate/Name, branch)	
To: Secretary of the Navy, Board of Decorations and Medals	
Via: (1) Commanding Officer, USS EVERSAIL (DDG XX) (2) Commander, Navy Personnel Command (PERS-836)	
Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF (RATE/NAME, BRANCH)	
Ref: (a) 10 U.S.C. 8330	
Encl: (1) Copy of citation(s)	
1. Having applied for transfer to the Fleet Reserve per reference (a), I request a determination to be made from enclosure (1) as to whether act or acts constitute extraordinary heroism.	
(SERVICE MEMBER'S SIGNATURE)	
<hr/>	
	1650 Ser 00/ Date
FIRST ENDORSEMENT ON (Rate/Name, branch) ltr of (date)	
From: Commanding Officer, USS EVERSAIL (DDG XX)	
To: Secretary of the Navy, Board of Decorations and Medals	
Via: Commander, Navy Personnel Command (PERS 836)	
Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF (RATE/NAME, USN)	
1. Forwarded for consideration.	
(CO'S SIGNATURE)	
Copy to: (Service member submitting request)	