1. **Duties of Navy Personnel Command (NAVPERSCOM)**

   a. Navy Personnel Command issues orders placing the member on the appropriate retired list, temporary or permanent. Navy Personnel Command is without authority to cancel the effective date of retirement, unless so directed by Secretary of the Navy. Cancellation of the effective retirement date, if warranted, must be approved by the Secretary of the Navy prior to the effective date stipulated in the orders.

   b. If retirement orders indicate grade/rate, percentage of disability, or years of service that the separating activity or member concerned questions, processing of such member’s case by the separating activity should not be held up pending clarification from NAVPERSCOM. The separating activity should notify (dispatch notification not necessary) NAVPERSCOM in such cases, and a modification of the orders or superseding orders will be issued, if appropriate.

   c. Navy Personnel Command retains the scheduling, notification, and ordering functions involved in the member’s periodic physical examinations and reevaluations for members on the Temporary Disability Retired List (TDRL). Navy Personnel Command will also take necessary action to terminate a member’s retirement pay or suspend retired pay account, as appropriate, if the member fails to comply with orders without just cause.

2. **Separation for Members not Serving Temporary Officer Appointments.** For enlisted members, other than those serving under temporary officer appointment, released from active duty and transferred to the Retired List for permanent physical disability, the activity effecting separation shall comply with the following procedures in addition to those elsewhere in this manual:
a. No physical examination required. A physical examination should have been completed as part of the medical board process.

b. Close current service record.

c. DD 256 N (5-50), Honorable Discharge Certificate, shall not be issued.

d. Disposition of field service record shall be made under instructions contained in MILPERSMAN 1070-130. Disposition of the health record shall be made per instructions contained in MILPERSMAN 6150-010.

3. **Separation for Members Serving Temporary Officer Appointments.** For enlisted members serving under temporary appointment in warrant or commissioned grades, i.e., “dual status” personnel having both an enlisted and an officer status who are released from active duty and transferred to the Retired List for permanent physical disability, the activity effecting separation shall comply with the procedures prescribed above with the following exceptions:

   a. A new enlisted service record shall not be opened.

   b. The officer service record shall be processed.

4. **Separation for Members on TDRL.** For enlisted members, including those serving under temporary appointment in warrant or commissioned grade, i.e., “dual status” personnel having both an enlisted and an officer status who are released from active duty and transferred to the TDRL, the activity effecting separation shall comply with the following procedures in addition to those elsewhere in this manual:

   a. No physical examination required. A physical examination should have been completed as part of the medical board process.

   b. DD 256 N shall not be issued.

   c. The enlisted service record shall be prominently marked at the top of the front cover “Temporary Disability Retired List USN” or “Temporary Disability Retired List USNR,” as appropriate, and forwarded to Commanding Officer (CO), Naval Reserve Personnel Center (NAVRESPERSCEN) via traceable means.
d. The officer service record shall be processed.

5. **Duties of CO, NAVRESPERSCEN.** Commanding Officer, NAVRESPERSCEN shall maintain the service record, personnel accounting responsibility, and military jurisdiction of the member in the same manner as is required for those numbers on the permanent Retired List.