

SECTION A

7. Required Items provided by Sailor/CPC

a. Delivered to PSD via TOPS:

- NPPSC 1320/5, FLTRES/Retirement Checklist (this form)
- Completed Retirement/Separations Information Sheet (*need to create standard NPPSC form*)
- Retirement Authorization Message (enlisted) or Retirement Orders (officer)
- DD 2648, Pre Separation Counseling Checklist (printed from DMDC)
- DD 2958, Individual Transition Plan Checklist (printed from DMDC)
- Joint Service Transcript (JST)
- Verification of Military Service and Training (VMET)
- Draft DD 214, Certificate of Release or Discharge from Active Duty (for OCONUS personnel only)
- All prior DD 214
- List of Honors and Awards (*need to create standard NPPSC form*)
- Updated NAVPERS 1070/602, Dependency Application/Record of Emergency Data
- Updated SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate
- Updated SGLV 8286A, Family Servicemembers' Group Life Insurance Election and Certificate
- DD 4, Enlistment/Reenlistment Document (first page only)
- OPNAV 5511/14, Security Termination Statement (if required)
- Medical Documents
 - SF 600, Chronological Record of Medical Care
 - DD 2697, Report of Medical Assessment
 - DD 2807-1, Report of Medical History
 - DD 2808, Report of Medical Examination
 - DD 4700, Supplemental Medical Data
- Travel Documents
 - NAVPERS 7041/1, PCS Travel (complete using NSIPS/ESR) (if required)
 - NPPSC 7220/5, Travel Advance Request (if required)
 - DD 884, Application for Transportation of Dependents (if required)
 - NPPSC 4650/1, Passenger Reservation Request (if required)
 - Approved Permissive Temporary Duty (PTDY) orders for House/Job hunting (if required)
 - Approved Standard Transfer Order (STO) to Transient Personnel Unit (TPU) (if required)
 - Approved Separation Leave Request (printed from NSIPS e-Leave) (if required)
- For officers only:
 - Last FITREP
 - Oath of Service from original appointment
 - Oath of Service (if transferring to the Reserve Component)

b. Delivered to PSD in person:

- DD 2656, Data for Payment of Retired Personnel (complete digital form, print, sign and provide original document to PSD 45 days prior to retirement date)

FLEET RESERVE/RETIREMENT/OFFICER SEPARATIONS INFORMATION SHEET

YOU MUST HAVE YOUR FINAL AUTHORIZATION/SEPARATION ORDERS TO MAKE AN APPOINTMENT

Today's Date: ____/____/____ (MM/DD/YYYY)

Date of Birth : ____/____/____ (MM/DD/YYYY)

Name : _____
Last First Middle

Sep Date : ____/____/____ (MM/DD/YYYY)

Full SSN : ____-____-____

Telephone : () ____-____

Rank/Rate : ____/____ (ex. E8/BMCS)

Work Phone : () ____-____

E-Mail Address: _____

Please check one:

- TRANSFER TO FLEET RESERVE
- RETIREMENT
- OFFICER SEPARATION
- TDRL
- PDRL

Current Command:

- TPU
- OTHER: _____

IF AT TPU, WE NEED STAMPED STO'S TO TPU IN ORDER TO PROCESS ANY PAPERWORK.

Do you have Dependents? (They must be listed on your PG 2)

- YES, Indicate how many: _____
- NO

When would you like to start PTDY/Separation Leave?

- PTDY: _____
- LEAVE: _____

Have you taken any leave that has not been charged to your account yet?

- NO
- YES (Please turn a copy of your leave chit in to your clerk)

Have you chosen your home of selection yet?

- NO
- YES (City, State): _____

Have you completed your Separation Physical?

- YES
- NO

Mode of Travel upon Separation/Terminal Leave:

- AIR -----> Ask for "Passenger Reservation Request Form (PRR)" and fill it out.
- CAR -----> Do you elect for Advance Travel?
- ONLY IF YOU ARE MOVING OUT OF THE AREA WITHIN 90 DAYS OF YOUR SEPARATION DATE.
- MUST HAVE 10 BUSINESS DAYS FOR PROCESSING BEFORE COMMENCE DATE.

Do you want "Copy 6" of your DD-214 sent to the Department of Veteran Affairs?

- Yes -----> To which State? (ex: California, Florida, New York, etc.): _____
- No

CHOOSE ONLY ONE STATE

PERMANENT MAILING ADDRESS AFTER SEPARATION

NEXT OF KIN (OTHER THAN SPOUSE)

STREET/APT

NAME OF NEXT OF KIN

CITY STATE ZIP

STREET/APT

CITY STATE ZIP

CHECKLIST:

- FINAL AUTHORIZATION MSG/SEPARATION ORDERS
- VMET (GOOGLE VMET/FIRST LINK/REQUEST DOCUMENT)
- ENLISTED: ORIGINAL CONTRACT (DD 4) (CAN BE PRINTED FROM BOL-OMPF)
- OFFICER: OATH OF SERVICE FROM ORIGINAL APPOINTMENT
- ALL PREVIOUS DD214S
- SBP FORM (DD 2656) MUST BE RECEIVED BY DFAS 45 DAYS TO APPROVED DATE.(ELECTRONIC FILL IN OR TYPE)
- SEPARATION PHYSICAL (N/A FOR PDRL/TDRL)
- PRESEP COUNSELING (DD 2648)
- PTDY CHIT AND ORDERS APPROVED LEAVE CHIT PRR TRAVEL ADVANCE PAY
- MEDICAL AND DENTAL RECORDS (MUST SUBMIT TO NAVY MEDICAL CENTER FOR MAILOUT)
- OFFICER: RESERVE OATH OF SERVICE (IF RESERVE APPOINTMENT REQUIRED)
- DD FORM 2958 INDIVIDUAL TRANSITION PLAN
- AWARDS LIST
- UPDATED PAGE 2 & SGLI
- STO'S TO TPU (ENDORSED)

I UNDERSTAND THAT TO ENSURE THE MOST EFFICIENT COMPLETION OF MY SEPARATION PROCESS, I MUST COMPLETE THE FOLLOWING REQUIREMENTS IN A TIMELY MANNER:

1. RETIREMENT PHYSICAL: YOU MUST COMPLETE YOUR SEPARATION PHYSICAL IN THE SAME WAY AS YOU WOULD WITH YOUR 5 YEAR PHYSICAL. IN ADDITION, YOUR PHYSICAL MUST BE MARKED AS SEPARATION TO BE ACCEPTABLE. BOTH MEDICAL AND DENTAL RECORDS NEED TO BE TURNED IN TO YOUR CLERK PRIOR TO LV/PTDY COMMENCEMENT DATE, OR NOT LATER THAN 2WKS PRIOR TO THE SEP DATE. "WE DO NOT MAKE MAKE COPIES OF YOUR MEDICAL AND DENTAL RECORD, SO HIGHLY RECOMMEND THAT YOU MAKE YOUR OWN COPIES".
2. RETIREMENT TAP: MUST BE COMPLETED PRIOR TO YOUR ACTIVITY (PDS) DEPARTURE DATE.
3. DDFORM 2656 (SURVIVOR BENEFIT PLAN): TO BE COMPLETED AND GIVEN TO YOUR CLERK NO LATER THAN 45-60 DAYS PRIOR TO YOUR RETIREMENT DATE: IF YOU HAVE A SPOUSE AND ELECTING NOT TO PARTICIPATE IN SBP, YOUR SPOUSE MUST SIGN THE FORM IN FRONT OF A WITNESS. BOTH SPOUSE AND THE WITNESS WILL SIGN THE FORM THE SAME DAY.
4. ENSURE THAT YOUR SERVICE RECORD IS UPDATED: WE ARE HERE TO PROCESS YOUR SEPARATION. CLERKS WILL ONLY USE ANY INFO THAT WAS ENTERED IN TO YOUR SERVICE RECORDS TO COMPLETE YOUR DD214. "IF YOUR SERVICE RECORD IS NOT UP TO DATE, YOU WILL NEED TO PROVIDE US ANY SUPPORTING DOCUMENTS BEFORE WE INPUT THE INFORMATION ON YOUR DD214."

ACKNOWLEDGE THE ABOVE INFORMATION:

(SIGNATURE & DATE)

MEMORANDUM

FROM : Officer In Charge, PERSUPPDET, Naval Base San Diego, CA
To : Dental Officer, Branch Dental Clinic, Naval Base San Diego, CA

Subj: REQUEST FOR DENTAL EXAMINATION

Ref: (a) CNO RMSG 121754ZNOV81

1. _____ has completed 180 days of active duty and is scheduled to be discharge from active duty. In accordance with ref (a), request member to be examined and the endorsement below completed for determination of VA dental treatment eligibility.

M. D. RAMON, PS2(SW/AW), USN
FLEET RESERVES LPO BY DIROIC

FIRST ENDORSEMENT:

From : Dental Officer, Branch Dental Clinic, Naval Base San Diego, CA
To : Officer In Charge, PERSUPPDET Naval Base San Diego, CA

Subj : REPORT OF DENTAL EXAMINATION

1. Subject named member reported with dental record.
2. SNM was provided complete dental examination and all appropriate dental services and treatment within 90 days prior to separation.
(Check one) ___ YES or ___ No.

Dental Officer
Signature and Date

NAME OF AWARD

OF AWARDS

NAME OF AWARD	# OF AWARDS
MEDAL OF HONOR	
NAVY CROSS	
DEFENSE DISTINGUISHED SERVICE MEDAL	
DISTINGUISHED SERVICE MEDAL	
SILVER STAR	
DEFENSE SUPERIOR SERVICE MEDAL	
LEGION OF MERIT	
DISTINGUISHED FLYING CROSS	
NAVY AND MARINE CORPS MEDAL	
BRONZE STAR	
PURPLE HEART	
DEFENSE MERITORIOUS SERVICE MEDAL	
MERITORIOUS SERVICE MEDAL	
AIR MEDAL	
JOINT SERVICE COMMENDATION MEDAL	
NAVY AND MARINE CORPS COMMENDATION MEDAL	
JOINT SERVICE ACHIEVEMENT MEDAL	
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL	
COMBAT ACTION RIBBON	
PRESIDENTIAL UNIT CITATION	
JOINT MERITORIOUS UNIT AWARD	
NAVY UNIT COMMENDATION	
MERITORIOUS UNIT COMMENDATION	
NAVY "E" RIBBON/BATTLE "E"	
POW MEDAL	
GOOD CONDUCT MEDAL	
NAVAL RESERVE MERITORIOUS SERVICE MEDAL	
FLEET MARINE FORCE RIBBON	
NAVY EXPEDITIONARY MEDAL	
NATIONAL DEFENSE SERVICE MEDAL	
ANTARCTIC SERVICE MEDAL	
ARMED FORCES EXPEDITIONARY MEDAL	
VIETNAM SERVICE MEDAL	
SOUTHWEST ASIA SERVICE MEDAL	
KOSOVO CAMPAIGN MEDAL	
GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL	
GLOBAL WAR ON TERRORISM SERVICE MEDAL	
KOREAN DEFENSE SERVICE MEDAL	
ARMED FORCES SERVICE MEDAL	
HUMANITARIAN SERVICE MEDAL	
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL	
SEA SERVICE DEPLOYMENT RIBBON	
NAVY ARCTIC SERVICE RIBBON	

NAVAL RESERVE SEA SERVICE RIBBON	
NAVY AND MARINE CORPS OVERSEAS SERVICE RIBBON	
NAVY RECRUITING SERVICE RIBBON	
NAVY RECRUIT TRAINING SERVICE MEDAL	
ARMED FORCES RESERVE MEDAL	
NAVAL RESERVE MEDAL	
PHILIPPINE PRESIDENTIAL UNIT CITATION	
REPUBLIC OF KOREA PRESIDENTIAL UNIT CITATION	
REPUBLIC OF VIETNAM PRESIDENTIAL CITATION	
REPUBLIC OF VIETNAM GALLANTRY CROSS UNIT CITATION	
REPUBLIC OF VIETNAM CIVIL ACTIONS UNIT CITATION	
UNITED NATIONS SERVICE MEDAL	
NATO MEDAL	
MULTINATIONAL FORCES OBSERVER MEDAL	
INTER AMERICAN DEFENSE BOARD MEDAL	
REPUBLIC OF VIETNAM CAMPAIGN MEDAL	
KUWAIT LIBERATION MEDAL (SAUDI ARABIA)	
KUWAIT LIBERATION MEDAL (KUWAIT)	
EXPERT RIFLEMAN MEDAL	
EXPERT PISTOL MEDAL	
SHARPSHOOTER RIFLEMAN RIBBON	
SHARPSHOOTER PISTOL RIBBON	
MARKSMAN RIFLEMAN RIBBON	
MARKSMAN PISTOL RIBBON	

OTHER AWARDS NOT LISTED OR FUTURE AWARDS
