5 Tips

highlighting:
CIMS FLTRES Request

brought to you by OPNAV N15 FIT and PERS 836

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.

- Log into CIMS at https://nsips.nmci.navy.mil.
- 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).
- In 'Discipline and Conversion' tab, verify 'N' in 'Misconduct and Substance Abuse' block and check-mark in 'Conversion' block.
- In 'Evaluation Marks' tab, nothing is required.
- In 'Commanding Officer's Remarks' tab, enter CO's comments, as required.
  - Indicate when requesting time in grade waiver (and how many months).
  - Indicate when request is submitted due to member incurring 3rd PFA failure.

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:
  - http://www.public.navy.mil/bupers-npc/career/retirement/Pages/default.aspx