

## MILPERSMAN 1810-010

### VOLUNTARY RETIREMENT OF ENLISTED PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-836)	Phone:	DSN COM FAX	882-3247 (901) 874-3247 882-2762
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

<b>References</b>	<ul style="list-style-type: none"> <li>(a) 10 U.S.C. §6326</li> <li>(b) 5 U.S.C. §8301</li> <li>(c) SECNAVINST 1850.4, Department of the Navy (DON) Disability Evaluation Manual</li> <li>(d) DoD Directive 7000.14-R, Financial Management Regulation, Volume 7B, Chapter 1</li> <li>(e) BUPERSINST 1900.8, Certificate of Release or Discharge from Active Duty (DD 214/DD 214C/DD 214WS/DD 215)</li> <li>(f) BUPERSINST 1070.27C, Document Submission Guidelines for the Electronic Military Personnel Records System</li> <li>(g) Defense Joint Military Pay System (DJMS) Navy Procedures Training Guide (PTG)</li> <li>(h) NAVPERS 15665I, U.S. Navy Uniform Regulations</li> </ul>
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1. **Policy.** Per reference (a), an enlisted member of the Regular Navy who has completed at least 30 years of active service may be retired upon application. Reference (b) dictates the effective date of retirement to be the 1st day of the month after the month in which service requirements are fully met. For members retiring, release from active duty shall be effective on the day immediately preceding the effective date of retirement. A member shall not be retained on active duty beyond the scheduled date of release from active duty **unless**

a. as provided for in reference (c), the member is hospitalized; or

b. the member has a medical board that has been accepted by the president of the physical evaluation board for disability processing.

2. **Creditable Service for Retirement.** Service creditable for the purpose of determining retirement eligibility varies with each type of retirement. The following has been extracted from reference (d) regarding creditable service for voluntary retirement of enlisted personnel.

a. **Creditable Service.** All active service performed in the Uniformed Services and as a cadet or midshipman at a Service academy is creditable.

b. **Non-Creditable Service.** Absences from duty during an enlistment are not creditable unless they are made up by the member upon return to full duty. Applicable absences are

(1) desertion;

(2) unauthorized absence greater than 24 hours;

(3) confinement (military or civilian) greater than 24 hours in connection with a trial, whether before, during, or after the trial; or

(4) inability to perform duties greater than 24 hours due to use of drugs, alcohol, or because of disease or injury resulting from misconduct.

3. **Submission of Retirement Requests.** Eligible Sailors shall submit regular voluntary retirement requests within 6 to 24 months of the requested retirement date via their chain of command. Upon completion, the Sailor's command career counselor shall electronically submit the request to Navy Personnel Command (NAVPERSCOM), Enlisted Retirements Branch (PERS-836) via use of the Officer Personnel Information System, Navy Standard Integrated Personnel System, or Career Management Information System Programs, citing the applicable user guide for instructions.

4. **NAVPERSCOM (PERS-836) Responsibility.** NAVPERSCOM (PERS-836) shall

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

5. **Responsibility of Servicing Personnel Support Office or Administrative Office.**

a. Personnel support office or administrative office should receive a copy of the retirement authorization letter no later than 120 days prior to requested date. If retirement authorization is not received, contact NAVPERSCOM (PERS-836) immediately for assistance.

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

c. Update member's official military personnel file as provided for in MILPERSMAN 1070-111 and reference (f).

d. Process Navy strength loss documents per reference (g).

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

6. **Responsibility of Retirees.** The retiree shall

a. respond promptly to all official correspondence;

b. keep NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) informed of current home address;

Navy Personnel Command (PERS 912)  
5720 Integrity Drive  
Millington TN, 38055-9000

c. access and use the DFAS Retired Military and Annuitant Web page for retired pay concerns at the following Web address: <http://www.dfas.mil/dfas/retiredmilitary.html>; and

d. understand the retiree is subject, at all times, to the laws, regulations, and orders for 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 as prescribed in reference (h).