

MILPERSMAN 1810-020

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-83)	Phone:	DSN	882-3183
			COM	(901) 874-3183
			FAX	882-2622

References	(a) 10 U.S.C. 6323 (b) SECNAVINST 1811.3M
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1. Request Procedures

a. Voluntary active duty retirement requests are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-83). Officers desiring voluntary retirement under reference (a) shall submit an official written request to Secretary of the Navy (SECNAV), via their commanding officer (CO) (or immediate superior in command (ISIC), as appropriate) and NAVPERSCOM (PERS-83).

b. Reference (b) outlines the requirements for fulfilling the time-in-grade requirement and tour length when requesting voluntary retirement.

2. Guidelines for Submission. Applications for retirement may be submitted under the following guidelines:

a. If requested retirement date coincides with the projected rotation date (PRD), submit request between 6 and 9 months in advance of the requested retirement date or PRD.

b. If requested retirement date does not coincide with PRD, submit request 9 to 12 months in advance of the requested retirement date to allow ample time to identify a relief for the retiring officer. Retirement requests submitted more than 12 months in advance will not be accepted.

c. If an officer is notified by any means (E-Mail, message, telephone, or personal visit) that permanent change of station

(PCS) orders will be issued, and the officer is within 6 months of the normal PRD, a retirement request will not normally be approved. (The 1st day of the 6th month prior to an officer's projected date is considered to be the commencement date of the 6-month period.)

d. If an officer is notified more than 6 months prior to the PRD that PCS orders will be issued, the officer may decline the assignment and request retirement to be effective any time up to and including the normal PRD.

e. An officer who has not been notified of impending orders may request retirement for any date agreed upon by member and detailing community.

3. Sample format of Retirement Request (Use proper letter format.)

Date

From: CAPT John P. Jones, USN, 123-45-6789/1110
TO: Secretary of the Navy
Via: (1) Chain of Command
(2) Commander, Navy Personnel Command (PERS-83)

Subj: VOULUNTARY RETIREMENT

Ref: (a) DOD 5500.7-R of 30 Aug 93

1. Having completed [fill-in] years of active service, I request transfer to the Retired List to be effective on the 1st day of [month and year]. I hereby certify that upon requested retirement date, I will have served all training and special pays service obligations. I further understand that if I have any active duty obligation remaining in my contract, my request for retirement may be denied or I shall be required to reimburse the government, if request is approved. (If appropriate, add one of the following statements: (1) "I request (fill-in) month(s) time-in-grade waiver." Or, (2) "I request to retire in the next lower grade of (fill-in grade).")

2. I intend to request (fill-in) days permissive TDY and (fill-in) days separation leave.

3. I have read and thoroughly examined reference (a), specifically Chapters 8 and 9, concerning pre- and post-retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13).

4. POC (your E-Mail address and phone number).

J. P. Jones

Copy to:

4. **Submission of Request**

a. Upon obtaining the command's endorsement on the retirement request, mail the written request to:

Commander
Navy Personnel Command
PERS-83
5720 Integrity Drive
Millington, TN 38055-4822

Or Facsimile (FAX) to:
Comm: (901) 874-2622
DSN: 882-2622

5. **Gapping a Billet.** If a contact relief is required by the command or to avoid gapping a billet, officers may be asked to submit a modification to their retirement date if the detailing community cannot provide a relief in time, or the retirement request may be denied.

6. **Selective Early Retirement Criteria.** Selective Early Retirement (SER) criteria for commissioned officers and warrant officers is promulgated by a NAVADMIN prior to the fiscal year SER board. The NAVADMIN will also include guidance in the submission of voluntary retirement requests in order to be excluded from SER board consideration.