MILPERSMAN 1810-020

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN	882-3242
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Governing Directives	10 U.S.C. 6323 10 U.S.C. 6326 SECNAVINST 1811.3M DOD 5500.7R of 30 Aug 73

1. **Request Procedures**

a. Voluntary active duty retirement requests are submitted to Navy Personnel Command (NAVPERSCOM) (PERS-82) using the following format:

(1) Officers desiring voluntary retirement under 10 U.S.C. 6323 shall submit an official written request to Secretary of the Navy, via their commanding officer (CO) (or immediate superior in command as appropriate); NAVPERSCOM (PERS-82); and forward a copy to their cognizant bureau or officer, in the case of staff corps officers.

(2) Temporary officers with permanent enlisted status, who desire retirement under 10 U.S.C. 6326 (voluntary retirement after completion of 30 years of active service) shall submit an official written request to President of the United States, via their CO, NAVPERSCOM (PERS-82), and Secretary of the Navy.

b. SECNAVINST 1811.3M 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 is prior to 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.

c. If an officer is notified by any means (official letter, message, postcard, 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 to be effective not later than the PRD.

3. **Contents of Letter Request**. The written retirement request must contain the following wording:

"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]." [If appropriate, add one of the following statements: (1) "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." (2) "I request [fill-in] month(s) time in grade waiver." Or, (3) "I request to retire in the next lower grade of [fill-in grade]."]

"I intend to request [fill-in] days permissive TDY and [fill-in] days separation leave."

"I have read and thoroughly examined DOD 5500.7R, 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)."

[Optional - any desired amplifying information.]

4. **Submission of Request**

a. Upon obtaining the command's endorsement on the retirement request, the written request is to be forwarded to the administrative office or servicing Personnel Support Detachment office (PERSUPPDET) for electronic transmission of the request. The administrative office or servicing PERSUPPDET shall submit the request using one of the following electronic systems:

(1) **Force Management System**. If unavailable use:

(2) **Source Data System**, using E-35 or E-37 events. If unavailable use:

(3) **Diary Message Reporting Systems Manual**, Section 12.

b. When the retirement request has been electronically submitted, the individual's written request, with command endorsement, shall be filed in the officer's service record. **Do not forward to NAVPERSCOM**.

5. **Gapping a Billet**. Should a contact relief be required or to avoid gapping a billet, the effective date of an officer's retirement may be delayed as much as 9 months from the 1st day of the month the request is received in NAVPERSCOM. COs can favorably endorse a retirement request for less than the 9 months advance notice requirement if they are willing to accept a gap of up to the 9th month or the individual's PRD, whichever is earlier.

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.