

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-836)	Phone:	DSN	882-3247
			COM	(901) 874-3247
			FAX	882-2762
	NAVPERSCOM (PERS-912)	Phone:	DSN	882-4841
			COM	(901) 874-4841
			FAX	882-5033
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Requirements**

a. The effective date of officer or enlisted retirement is normally the first day of the month. Transfers to the Fleet Reserve are effective on the last day of the month.

b. **Exception:** Retirements, as a result of disability, are effective on the date approved by Secretary of the Navy (SECNAV).

c. Retirement orders and authorizations for personnel on inactive duty are issued by the following:

<p style="margin: 0;">Commander Navy Personnel Command (PERS-912) 5720 Integrity Drive Millington, TN 38055</p> <p style="margin: 10px 0 0 20px;">COMM (901) 874-4841 DSN 882-4841 FAX (901) 874-5033</p>

2. **Types of Orders, Effective Dates, and When Issued.** The following table outlines the types of orders, effective retirement date, and when orders are issued:

Type of Retirement Orders	Effective Date of Retirement	When Retirement Orders Issued
Voluntary	First day of the month.	Three - nine months in advance of the approved retirement month. Example: If the member is approved to retire 1 Dec, 20XX, orders may be issued as early as 1 Mar 20XX.
Involuntary	First day of the month.	Nine - twelve months in advance of scheduled retirement date.
Disability <ul style="list-style-type: none"> • Permanent • Temporary 	The date on which SECNAV approved retirement or on any date specified by SECNAV up to and including the first day of the following month.	As soon as practical, following SECNAV's approval.
Fleet Reserve Transfers	Last day of the month.	Authorization issued 3-9 months in advance of scheduled Fleet Reserve transfers. Command issues orders. (note 1)
Fleet Reservist placed on the Retired List due to physical disability.	The date on which SECNAV approves retirement or on any date specified by SECNAV up to and including the first day of the following month.	As early as practical, following SECNAV's approval.

Note 1: Orders may be issued greater than 9 months, only with approval from Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Branch (PERS-836). Waiver requests must be endorsed and forwarded to NAVPERSCOM (PERS-836) using the format provided in exhibit 1.

EXHIBIT 1
Waiver for Early Issuance of Orders
(Use proper letter format)

Date

From: PSC (SW/AW) John D. Doe, USN
To: Commander, Navy Personnel Command (PERS-836)
Via: Commanding Officer, USS NEVERSAIL (CVN X)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

Ref: (a) MILPERSMAN 1800-020

Encl: (1) FLTRES/Retirement Authorization Message or Message of Intent

1. Request issuance of Fleet Reserve/retirement orders greater than 9 months prior to Fleet Reserve/retirement date. Request orders to be issued no later than (date) due to unusual circumstances as noted below.

2. Enclosure (1) and the following information are provided.

a. Fleet Reserve/retirement date:

b. Reason for waiver request: (Brief description of circumstances.)

c. Cost Analysis: (Provide an estimate of what it will cost to move you and your dependents, include POV and HHG shipment estimates. The estimates are provided from the local personal property office.)

3. I may be contacted at (XXX) XXX-XXXX or e-mail: john.d.doe@navy.mil.

J. D. DOE

Note: Include a CO's endorsement with waiver request.