**Retirement Timeline**

**At least two years prior to approved fleet reserve/retirement date**

* Attend Individualized Initial Counseling session with TAP Counselor
* Complete personal self-assessment
* Begin the development of your Individual Transition Plan

**6 to 24 months prior to requested fleet reserve/retirement date**

* E-7 thru E-9 **-** Submit Fleet Reserve or Retirement request via NSIPS RnS

**Not less than 365 days prior to approved fleet reserve/retirement date**

* Attend Pre-Separation Counseling
* Attend TAP Curriculum

**18 months prior to requested fleet reserve/retirement date**

* Request copy of medical record

**6 to 18 months prior to requested fleet reserve/retirement date**

* E-6 and below **-** Submit Fleet Reserve request via NSIPS RnS

**9 to 12 months prior to requested retirement date if requested retirement date does not coincide with Projected Rotation Date (PRD) – Officers Only\***

* Submit retirement request via NSIPS RnS

**6-9 months prior to PRD if requested retirement date coincides with PRD – Officers Only**

* Submit retirement request via NSIPS RnS

**5-9 months prior to approved fleet reserve/retirement date to support release of orders**

* Provide PDRL/TDRL Message to Admin
* Provide NPPSC 1900/1 NPPSC Separations Questionnaire (Blocks 1-17) & Official Awards to Admin

**5-9 months prior to approved fleet reserve/retirement date to support release of draft DD-214**

* Provide DD-2586 Verification of Military Experience and Training (VMET)/Joint Service Transcript (JST) to Admin
* Provide PTDY Orders/Approved Request (Job and House Hunting) to Admin
* Provide Separation Leave Paper to Admin

**3-6 months prior to approved fleet reserve/retirement date.**

* Start your VA Claim(s)
  + To find a VA representative, visit https://www.ebenefits.va.gov/

**Not less than 90 days prior to approved fleet reserve/retirement date.**

* Complete Capstone event

**30-90 days prior to approved fleet reserve/retirement date.**

* Request second copy of medical record

**Any time prior to the approved fleet Reserve/retirement date**

* Provide DD-2656 Data for Payment of Retired Personnel to Admin\*\*
* Provide Final Approval Message to Admin
* Provide DD-2648 Pre-Separation Counseling Checklist to Admin
* Provide Command Check-Out Sheet to Admin
* Provide NAVPERS 7041/1 PCS Travel via NSIPS ESR PCS Travel
* Provide NPPSC 1900/1 NPPSC Separations Questionnaire (Medical and Dental Endorsements) to Admin
* Provide NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist to Admin

*\*Officer Retirement requests submitted more than 12 months in advance of retirement date will not be accepted.*

*\*\*DD-2656 must be received by DFAS 45-60 days prior to the approved retirement date or full deductions will automatically start, no exceptions.*