

MILPERSMAN 1830-040

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY

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References	(a) 10 U.S.C. 6330 (b) DODFMR 7000.14-R, Volume 7B, Chapter 1 (c) OPNAVINST 1811.3 (d) SECNAVINST 1850.4E (e) NAVPERS 15665I, U.S. Navy Uniform Regulations
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1. **Policy.** Enlisted members who have completed 20 years of active service may be transferred to the Fleet Reserve (at their request) per reference (a). Once submitted, a member's date may be changed (only upon member's request) with favorable endorsement by the commanding officer (CO) or due to national security.

2. **Creditable Service:**

a. Active service is defined as:

(1) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof; and

(2) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army National Guard or Air National Guard on Federal duty.

b. An enlistment terminated prior to 1 January 1978, within 3 months of the normal expiration of the enlistment or extended enlistment, will be credited as the full term of enlistment or

extended enlistment. Constructive service is earned only if enlistment term is served in an active duty status.

c. Reference (b) provides explanation of types of service creditable for retirement purposes.

3. **Eligibility Requirements:**

a. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the member has completed:

(1) 20 years of active service by requested date of transfer to the Fleet Reserve.

(2) Obligated service requirements or completion of current assignment established by projected rotation date (PRD).

(3) Current Department of Defense area tour.

(4) 24 months time in grade for pay grades E-7 and above (may be waived up to 12 months) per reference (c).

(5) Applicable tour at ultimate duty station when request is received by Navy Personnel Command (NAVPERSCOM) following the date of issuance or notification of permanent change of station (PCS) orders. If member has not been notified of impending orders, member may request transfer to the Fleet Reserve no later than the PRD.

b. Members should request a Fleet Reserve transfer date that does not exceed the established PRD for their current assignment. Requests that require a PRD adjustment to attain Fleet Reserve eligibility (20 years of active duty service) will be considered on a case by case basis. Requests for PRD adjustments must be received by NAVPERSCOM 12-18 months in advance of the requested Fleet Reserve date.

4. **Members not Eligible for Fleet Reserve Transfer:**

a. Members are not eligible for transfer to Fleet Reserve if:

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM, Career Progression Division (PERS-8);

(5) Awaiting administrative discharge action;

(6) Awaiting results of a disability evaluation. Members (at their own request) desiring transfer to Fleet Reserve instead of continuing disability processing, may waive treatment and or disability evaluation processing. **NOTE: Members in a limited duty (LIMDU) capacity are not considered to be in the disability evaluation process and will be processed as a regular Fleet Reserve request. Local approval of LIMDU is not authorized when it will retain a member beyond 20 years of active service. LIMDU can only be approved by NAVPERSCOM, Disability/Retirement/LIMDU Branch (PERS-82) for members who will exceed 20 years;**

(7) Currently in receipt of hardcopy PCS orders. Since PCS orders and Fleet Reserve message of intent (MOI) both have PCS entitlements tied to them, possessing both is not authorized. Members must first execute any PCS orders in hand before submitting a Fleet Reserve request.

b. Requests received from members in above categories will normally be disapproved. Approved Fleet Reserve transfer requests for members who are subsequently placed in one of the above categories may be held in abeyance only with authorization from NAVPERSCOM, Enlisted Retirement Section (PERS-8354) pending resolution. Once status is resolved, the command shall notify NAVPERSCOM, Retirements and Disability Branch (PERS-835) by message of action taken.

5. **Deferment or Cancellation of Transfer to the Fleet Reserve for Member in Medical Status.** The following is applicable for members in a medical status:

a. Member undergoing **non-elective** medical treatment (not involving physical evaluation board (PEB) proceedings, or appearance before a medical board requiring departmental action)

may be retained up to 60 days with authorization from NAVPERSCOM, (PERS-8354). If it appears that the member will require prolonged treatment, which could defer transfer to the Fleet Reserve, the CO or officer in charge (OIC) of the appropriate naval medical treatment facility (MTF) shall make a specific report of the circumstances to NAVPERSCOM (PERS-8354).

b. Member who is involved in PEB proceedings or appearance before a medical board requiring departmental action, shall not be transferred to the Fleet Reserve until final action is completed and instructions are received from NAVPERSCOM (PERS-82). Normally, a member found unfit will be retained until member qualifies for disability retirement subject to the conditions set forth in reference (d). The law requires that a member complete at least 20 years of service to be eligible for retirement benefits by reason of physical disability when the disability is ratable at less than 30 percent by the Veterans Administration Schedule for Rating Disabilities. If the member is found fit, inform NAVPERSCOM (PERS-82) by message. If the member is found unfit and waives disability benefits, notify NAVPERSCOM (PERS-82) by message with information; copy to President, Central Physical Evaluation Board of the waiver. **Under no circumstances should a member be referred to the PEB with an approved Fleet Reserve date without prior approval from NAVPERSCOM (PERS-82) and (PERS-835).**

c. Member who continues to perform duties of their office, rank, grade, or rating until commencing processing for non-disability retirement shall be presumed "fit for duty" unless it can be overcome by a preponderance of evidence that member is physically unable to perform duties of their office, rank, grade, or rating. The PEB will make the determination. See reference (d), article 3305.

d. Member who has reached high year tenure (HYT) and for whom transfer to Fleet Reserve is mandatory, may only be deferred if member is hospitalized due to non-elective circumstances (i.e., acute, grave, or life threatening), or a medical board report has been accepted by PEB President for processing under reference (d), article 3710.

e. Members who already have a Fleet Reserve approved date and currently are in a LIMDU status (ACC: 105) shall execute transfer to the Fleet Reserve as directed. Do not delay transfer to the Fleet Reserve solely due to member's LIMDU

status. Duration of LIMDU period shall not exceed approved Fleet Reserve or HYT date.

6. Deferment or Cancellation of Transfer to Fleet Reserve for Member Pending Disciplinary or Administrative Action:

a. Action on Fleet Reserve transfers will be withheld if the following is applicable to member:

- (1) Awaiting disciplinary action;
- (2) Serving sentence of a court-martial (including time on probation);
- (3) Awaiting civil action;
- (4) Awaiting resolution of unresolved family advocacy issues;
- (5) Awaiting action on an administrative discharge; or
- (6) Undergoing check-age of pay on authorized date of transfer.

b. NAVPERSCOM, Enlisted Performance and Separation Branch (PERS-832) and (PERS-835) shall be advised of the circumstances by message. Under unusual circumstances, Chief of Naval Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

c. Once member's case has been resolved, notify NAVPERSCOM (PERS-8354) by message. A new Fleet Reserve transfer authorization will be issued if date of original Fleet Reserve authorization has expired.

7. Deferment or Cancellation of Transfer to Fleet Reserve for Member on Case-by-Case Basis:

a. Due to the many administrative and planning actions involved on behalf of member and command, a request for deferral or cancellation of a Fleet Reserve Transfer Authorization will be granted on a selective basis only. A number of factors including command recommendation, past performance, manning levels, availability of relief, end-strength, effect on

promotions, and critical skills possessed by member will be considered.

b. Approval is contingent upon member agreeing to remain on active duty for a sufficient time to permit reassignment or completion of a normal tour (whichever is applicable). In certain instances such as those where manning or other requirements are not stabilized, deferral of an authorized Fleet Reserve date, rather than a cancellation, may be appropriate.

c. Short-term deferrals - 1 to 6 months may be authorized by NAVPERSCOM (PERS-8354) if member is serving in an authorized billet and a relief is not on board. COs may request to defer transfer to Fleet Reserve up to 30 days beyond date authorized only when urgent operational commitments demand member's service. When requests for deferment are submitted for this reason, a full report of circumstances shall be forwarded by message to NAVPERSCOM (PERS-8354) with an information copy to the appropriate type commander.

d. In some instances, where rate manning or other requirements are not stabilized and action must be taken to provide a qualified relief at the proper time, NAVPERSCOM (PERS-8354) may offer an alternate date for transfer. In these cases, member may accept the alternate date or request reconsideration of the original date.

e. Requests for cancellation of Fleet Reserve transfer due to advancement selection that will change HYT limits will normally be approved. Notification must be made to NAVPERSCOM (PERS-8354) using NAVPERS 1306/7 Enlisted Personnel Action Report of the member's intent to accept promotion and the command's recommendation for member's further retention in the naval service.

8. **Request Submission**. The following are guidelines for submission of a member's request for transfer to Fleet Reserve:

a. Members in:

(1) **Pay grades E-6 and below** should submit request **6 to 18 months prior** to requested Fleet Reserve transfer date.

(2) **Pay grades E-7 - E-9** should submit the request **6 to 24 months prior** to the requested Fleet Reserve transfer date.

b. Member must submit NAVPERS 1336/3 Special Request/Authorization via the chain of command.

c. Upon CO's recommendation of approval or disapproval, forward the member's request to the command career counselor for appropriate action.

d. The command career counselor and or the personnel office will ensure request is submitted to NAVPERSCOM (PERS-8354), utilizing the Navy Standard Integrated Personnel System (NSIPS), or the Officer Personnel Information System (OPINS). **Note: OPINS is the preferred method for submission of request to NAVPERSCOM (PERS-8354).**

9. **Request Submission for Extraordinary Heroism Benefit.** Under certain circumstances, a member may request determination of entitlement to an additional 10 percent increase of retainer pay due to the performance of extraordinary heroism per reference (a). Extraordinary Heroism will be documented in personal awards (i.e. Silver Star, Navy Cross, and or awards that are received with the "V" for Valor attachment, etc.) that are received. A member may request determination utilizing the format below. NAVPERSCOM (PERS-8354) will forward request to the Secretary of the Navy, Board of Decorations and Medals for final determination. A member requesting determination of extraordinary heroism must also include copies of citation, write-up, and OPNAV 1650/3 (if available) as enclosures to the request.

1650
Date

From: PSC(SW) John D. Doe, USN, XXX-XX-XXXX
To: Secretary of the Navy, Board of Decorations and Medals
Via: (1) Commanding Officer, USS EVERSAIL (CVN XX)
(2) Commander, Navy Personnel Command (PERS 8354)

Subj: EXTRAORDINARY HEROISM DETERMINATION ICO PSC(SW) JOHN D.
DOE, USN, XXX-XX-XXXX

Ref: (a) 10 U.S.C. 6330

Encl: (1) Copy of citation(s)

1. Having applied for transfer to the Fleet Reserve per reference (a). It is requested that a determination be made from enclosure (1) as to whether or not act or acts constitute extraordinary heroism.

J. D. DOE

Date

FIRST ENDORSEMENT ON PSC(SW) John D. Doe ltr 1650 of (Date)

From: Commanding Officer, USS EVERSAIL (CVN XX)
To: Secretary of the Navy, Board of Decorations and Medals
Via: Commander, Navy Personnel Command (PERS 8354)

Subj: EXTRAORDINARY HEROISM DETERMINATION ICO PSC(SW) JOHN D.
DOE, USN, XXX-XX-XXXX

1. Forwarded for consideration.

M. D. CO

10. Responsibility of NAVPERSCOM (PERS-8354):

a. Once request for transfer to the Fleet Reserve has been approved by detailer, rating assignment officer, and enlisted community manager, NAVPERSCOM (PERS-8354) will transmit MOI. The MOI will authorize the following:

(1) Serve as the approval and authorization of the Fleet Reserve request contingent upon verification of total years of active service.

(2) Movement of dependents and or shipment of household goods (HHG). For details or when orders can be written, see MILPERSMAN 1800-020.

(3) Execution of required obligated service (OBLISERV) in order to obtain sufficient service to transfer to the Fleet Reserve.

b. NAVPERSCOM (PERS-8354) will issue the Final Authorization/Statement of Service message no later than 120 days prior to the Fleet Reserve transfer date. ***Under no circumstances shall member be released from active duty without the final transfer authorization.***

11. Responsibility of the Personnel Support Office or the Administrative Office

a. Upon receipt of the MOI, ensure member has sufficient OBLISERV to reach authorized Fleet Reserve date. If a conditional reenlistment is required due to having 24 months of extension on a current enlistment, the MOI will serve as approval to conditionally reenlist member per MILPERSMAN 1160-030.

b. Personnel support or administrative offices should receive a copy of the Fleet Reserve authorization at least 120 days prior to requested date. If Fleet Reserve Authorization is not received 120 days in advance, contact COMNAVPERSCOM (PERS-8354) immediately for assistance.

c. Upon receipt of authorization, forward a copy to member, career counselor, and other interested individuals at the command.

d. Issue First Endorsement to Fleet Reserve authorization message using below format. Endorsement is to be issued with accounting data no earlier than 6 months prior to the Fleet Reserve date without approval from NAVPERSCOM (PERS-835) per MILPERSMAN 1800-020.

e. Prepare DD 214 and Certificate of Release or Discharge from Active Duty, then forward with transfer authorization and First Endorsement to appropriate disbursing office no later than 30 days prior to member's departure from command.

f. Close member's service record and forward to:

Commander Navy Personnel Command (PERS-912) 5722 Integrity Drive Millington, TN 38055
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Note: Ensure a copy of member's Fleet Reserve transfer authorization is filed in closed-out service record.

(LETTER HEAD)

1830
Ser
Date

FIRST ENDORSEMENT on FLEET RESERVE AUTHORIZATION ICO (RATE, NAME,
BRANCH, LAST 4 SSN)

From: Director/Officer in Charge, Personnel Support Detachment,
To: Associate Disbursing Officer, Personnel Support Activity,

Ref: (a) JFTR Chapter 5

Subj: AUTHORIZATION FOR TRANSFER TO FLEET RESERVE LIST ICO
(RATE, NAME, BRANCH, LAST 4 SSN)

1. Per instructions of the Chief of Naval Personnel, subject member will be transferred to the Fleet Reserve List DD MMM YYYY and released to inactive duty.
2. Member is entitled to travel and transportation allowances to home selected per reference (a). In general, travel to a selected home must be completed within 1 year after active duty termination. **Once a home is selected, that selection is irrevocable if transportation in kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.**
3. Retired members, who have received an advance, must submit a travel claim to the appropriate disbursing officer, as indicated on the travel order, within 60 days of the date the advance was paid per reference (a).
4. Member will indicate travel desires by signature below:

TRAVEL SELECTION

____ Desire to delay election for 1-year option:
(NO FURTHER ACTION REQUIRED BY TRAVEL SECTION)

____ Advance Travel Desired: YES ____ NO ____
(IF ADVANCE DESIRED MUST MAKE SELECTION OF CITY AND STATE)

____ Place selected as home on transfer: _____
(City & state)

Authorized Travel Days: ____

Signature of member

The following Accounting data is provided for payment of travel and transportation allowances: (INSERT ACCOUNTING DATA)

I. N. CHARGE
By direction

FINAL ENDORSEMENT

____ Date of arrival at home of selection: _____
(PROVIDED WITH TRAVEL CLAIM)

12. **Responsibilities of Disbursing Office:**

- a. Prepare Second Endorsement on Fleet Reserve transfer authorization message.
- b. Complete disbursing data entries on DD 214.

13. **Responsibilities of Fleet Reservists:**

a. Fleet Reservists are required to comply with the following:

- (1) Maintain readiness for active service in event of war or national emergency;
- (2) Keep NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) informed of home address;
- (3) Inform NAVPERSCOM (PERS-912) of travel or residency outside the United States for a period in excess of 30 days;
- (4) Promptly respond to all letters addressed to them by proper authority; and
- (5) Inform NAVPERSCOM (PERS-912) of any change in health that might prevent service in time of war.

b. Fleet Reservists are subject at all times to laws, regulations, and orders governing Armed Forces. In time of peace, Fleet Reservists may be required to perform not more than 2 months of active service in each 4-year period. They may wear their uniform from place of release to home within 3 months after date of release and subsequently on occasions of ceremony as prescribed per reference (e).