

HOW TO REQUEST RETIREMENT POINTS

**What can you submit for Retirement Points?

- Extended Sea Service
 - 17 points for 90 days of sea time in an anniversary year (In a LICENSED capacity) PLUS an ADT/Waiver
 - 35 points for 180+ days of sea time in an anniversary year (In a LICENSED capacity) PLUS an ADT/Waiver
- Harbor Pilot Sea Service = At least 100 days or 180 trips, with recognized Pilot Association, onboard UNLIMITED tonnage Vessels while ACTIVELY piloting (Standby time DOES NOT count). Requests must be accompanied with a letter of good standing from the Pilot Association, and a copy of the member's state issued license / pilot endorsement
- Correspondence Courses
 - Non-STCW = 5 points total per AY (1 point per 8 hours instruction)
 - STCW = 35 points total per AY (1 point per 4 hours instruction)
 - Military Courses = 35 points total per AY (1 point per 4 hours instruction)
- License Upgrades/Renewals
 - MAX of 35 points per Anniversary Year. This means members may receive points for a renewal OR an upgrade, but **NOT BOTH** within the same Anniversary Year
 - Upgrades must be accompanied with approval/issuance email from National Maritime Center, as proof of the Date of Issue for points entry accuracy

When requesting Retirement Points, you **MUST use the **APPROVED & RELEVANT Correspondence Course List for the year you completed the course.**

- Correspondence List Location: SSO N14 SharePoint page, Reserve Services Dept, Retirement Points Folder (bottom of the page), Correspondence Courses Folder

**Now that you know where to find the list, what classes are you APPROVED to take?

- On each FY Correspondence Course List within the Navy eLearning section, there is a FIELD OF TRAINING List with the approved Designators allowed to take a given course.
- **Highlighted Sections are the APPROVED Navy eLearning courses for SSO Designator 1665.**

Note: For courses that list ratings, only the ratings listed may obtain Retirement Points for course completion.			
NOTES:			
FIELDS OF TRAINING	OFFICER DESIGNATORS	ENLISTED RATING	
GENTRA	ALL DESIGNATORS	ALL RATINGS	
AVIATION	13XX, 15XX, 63XX, 73XX	AB, AD, AE, AM, AO, AS, AT, AW, AZ, PR	
MEDICAL	21XX, 22XX, 23XX, 27XX, 29XX	HM	
ADMIN	111X, 120X, 14XX, 16XX, 17XX, 21XX, 25XX, 41XX, 641X, 655X	CT, IS, LN, MC, NC, PS, RP, YN	
INFO	111X, 113X, 16XX, 18XX, 642X, 644X, 645X, 742X, 745X	CT, ET, IC, IS, IT	
ENGINEERING	111X, 113X, 114X, 16XX, 121X, 122X, 14XX, 613X, 623X, 640X	DC, HT, EM, EN, GS, MM, MR	
SEABEE	51XX	BU, CE, CM, EA, EO, SW, UT	
SUPPLY	16XX, 310X, 651X, 751X	CS, SH, LS	
OPERATIONS	111X, 16XX, 612X, 618X, 628X, 629X, 712X	CT, ET, FC, FT, IC, ST	
ORDNANCE	113X, 114X, 615X, 616X, 626X, 636X, 648X, 716X, 726X, 736X, 748X	AO, FC, FT, GM, MN, MT, EOD, SO	
***	OFFICER ONLY COURSE	NOT AUTHORIZED	
	NOT AUTHORIZED	ENLISTED ONLY COURSE	

- **Approved Categories**

1) GENTRA; ADMIN; INFO; ENGINEERING; SUPPLY; OPERATIONS

2) **NOTE!!!**

- a) **DO NOT** take a course you are not approved to take. You will NOT get points for it.
- b) **RANK** – There are additional descriptions on some courses! Be aware if the course is ***ENLISTED ONLY. These are NOT approved for SSO Officers to take.

Point value to put on Retirement Points Request sheet.

NAVY E-LEARNING							
COURSE NUMBER	NSIPS ENTRY	COURSE NAME	HOURS	POINT VALUE	FIELD OF STUDY	O/E	COMMENTS
NAVIAIR-ARC210-GENSA-002-1.0	CHATT-003-062-016-012-A0	ARC-210 Generation SA Radio System Training (RT-1939A(C)/ARC and RT-1990A(C)/ARC Software Version 811-8529-002)	5	1	INFO		Updated Course/Code, Name, Point Value, and/or Hours
CHATT-000-BCC-025-002-C0	CHATT-000-BCC-025-002-C0	Basic Corrosion Control	5	1	GENTRA		
NWC-EPME-BASIC-B5-V5	NWC-EPME-BASIC-B5-V4	Basic Professional Military Education (Enlisted) - Block 5 - How the Navy Plans Its Operations	7.17	1	GENTRA	***	Updated Course/Code, Name, Point Value, and/or Hours
NWC-EPME-BASIC-B6-V5		Basic Professional Military Education (Enlisted) - Block 6 - Regional Expertise and Cultural Awareness	7.17	1	GENTRA	***	NSIPS Entry code needed

Category to follow!

Enlisted ONLY!

****What do I need to complete my submission?**

- Create a Drop-box Submission to Ops/Training Dept with sub-code Retirement Points

- **Correspondence Courses**

- 1) [Retirement Points Request Letter](#): Location SSO N14 Sharepoint page, Reserve Services Dept, Retirement Points Folder (Retirement Points Request for Correspondence Courses)
 - i. Ensure you list both the course name AND code from the relevant FY correspondence course list for each course you are requesting credit for
- 2) ALL Certificates or documents of approval showing course completion
- 3) Endorsed Orders or ADT Approved Waiver
- 4) Complete and Signed NAVPERS 1070-613 FORM (SSO N14 SharePoint page, Reserve Services Dept, Retirement Points Folder)

- **Extended Sea Service/Pilot sea Service**

- 1) [Retirement Points Request Letter](#): Location SSO N14 SharePoint page, Reserve Services Dept, Retirement Points Folder (Retirement Points Request for Ext. Sea Service)
- 2) Sea Service Discharges
- 3) License
- 4) Letter from Pilot Association if requesting Pilot Sea Time
- 5) Endorsed Orders or ADT Approved Waiver
- 6) Complete and Signed NAVPERS 1070-613 FORM (SSO N14 SharePoint page, Reserve Services Dept, Retirement Points Folder)

- **License Upgrades/Renewals**

- 1) [Retirement Points Request Letter](#): Location SSO N14 Sharepoint page, Reserve Services Dept, Retirement Points Folder (Retirement Points Request for MMC Upgrade or Renewal)
- 2) License Renewal/Upgrade = INCLUDE Front page and Endorsement page!
- 3) For an Upgrade = Include documentation showing PROOF OF ISSUE DATE from the USCG.
 - i. A proof of date can be as simple as the email sent from the USCG saying your license/endorsement has been issued and is in the mail.
 - ii. Newer endorsements have the issue date on the bottom left hand corner.
- 4) Complete and Signed NAVPERS 1070-613 FORM

*** Mentionable topics

- If you are submitting a retirement points request for multiple anniversary years, please make separate requests for each anniversary year.