

SSO GUIDE TO REQUEST RETIREMENT - RESIGNATION

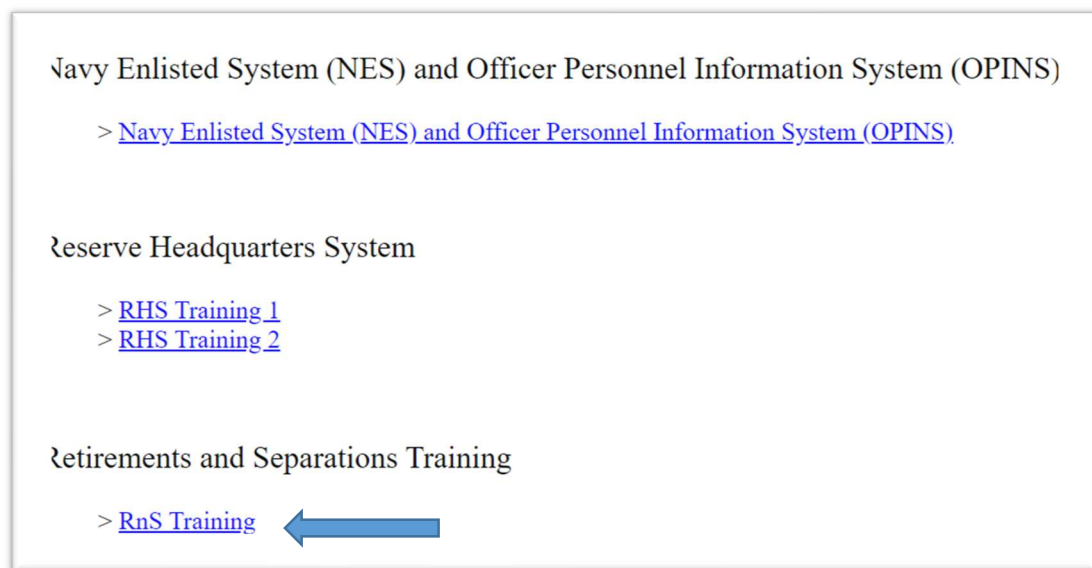
This guide is to help SSO members complete a NSIPS request for submission of non-pay retirement and resignation. The first part is how to navigate to the NSIPS tutorials. The second part is the SSO Program office's guide on how to request Retirement or Separation.

Navigate to the NSIPS Splash Page/Home Page: https://www.nsips.navy.mil/nsipsclo_landing/index.html

Then select Interactive Training>

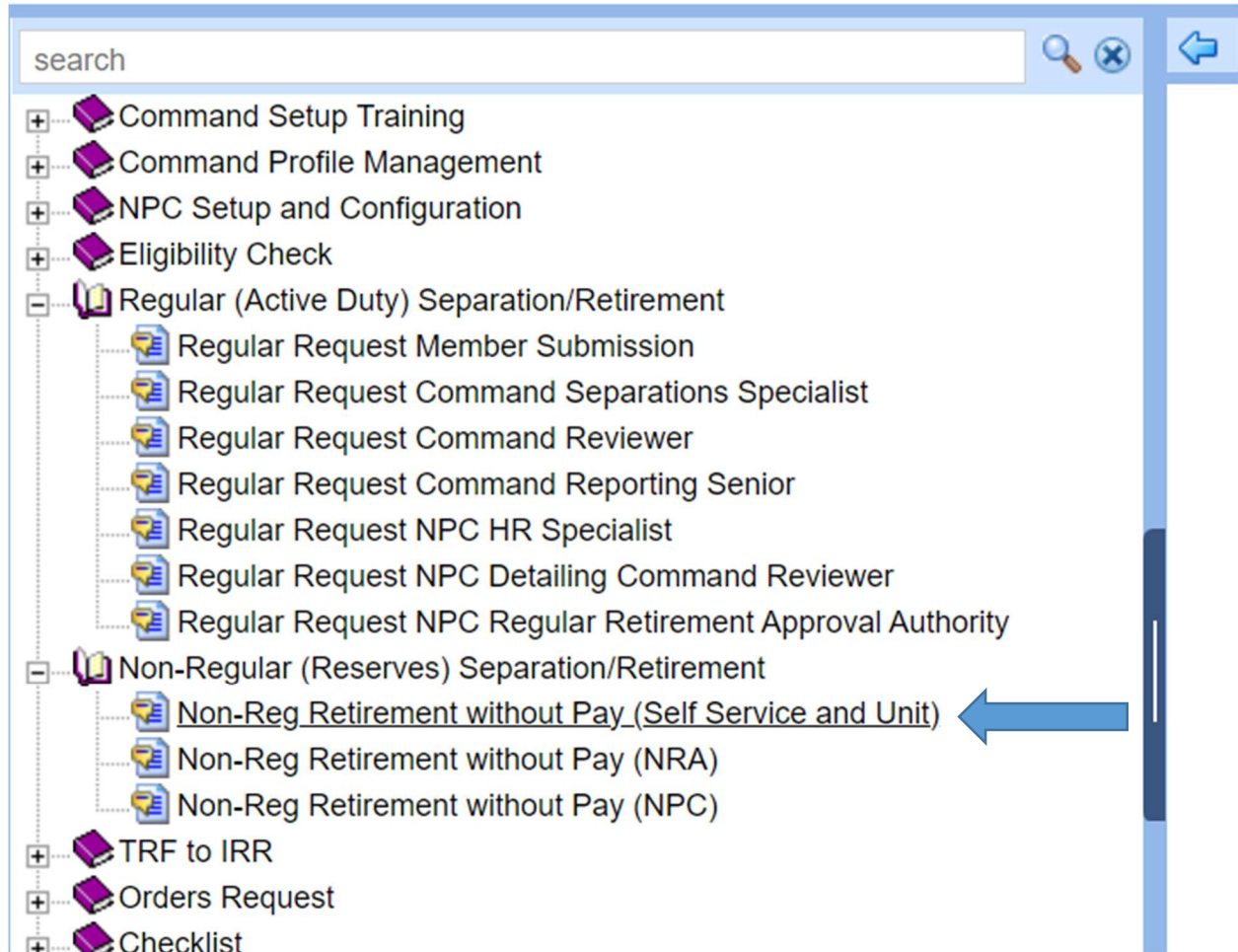


Next select RnS Training>



Then select Non-Reg Retirement without Pay (Self Service and Unit)>

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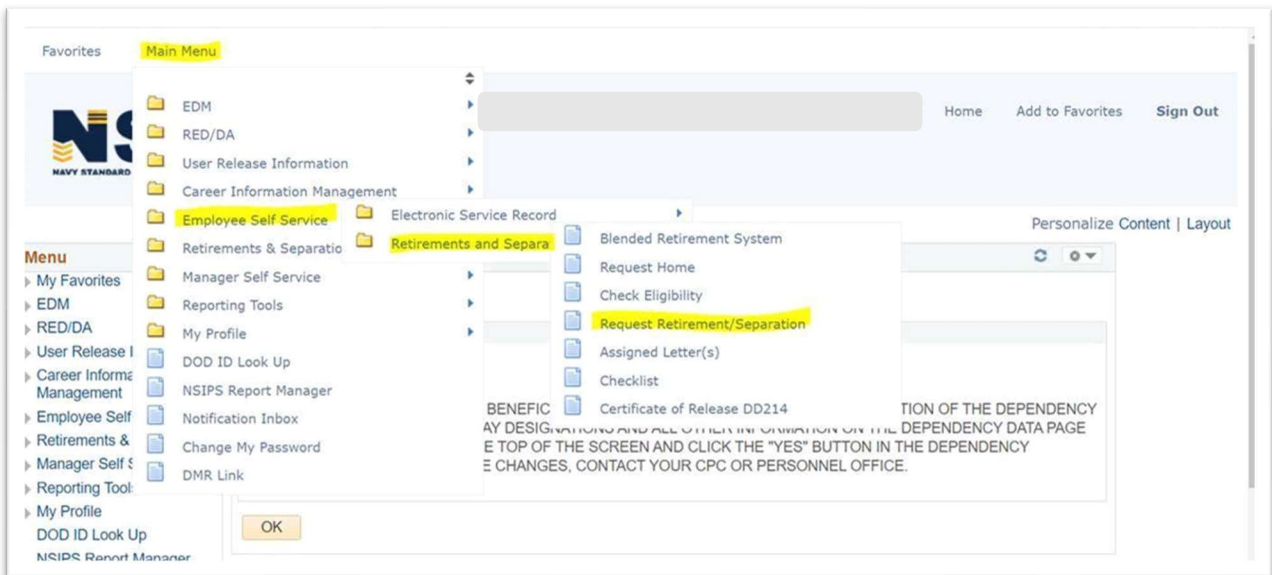


Review the NSIPS tutorials provided and submit your request!

Below is the SSO Program guidance on submitting requests:

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1. Log into NSIPS and select the “Retirements & Separations” menu
2. Select “Retirement/Separation Request”
3. After reaching the “Retirement/Separation window”, the request type dropdown will be “Non-Regular Officer Resignation” or one of the other options listed below. Note “Non-Reg Retirement without pay” is for those who can retire but have not reached the age of 60
4. If selecting “Non-Regular Officer Resignation” then the reason for separation from the dropdown will be “Expiration of Obligated Service”
5. On the “Contact Information” tab, make sure to fill in both the “Home address” block and the “Planned Retirement/Separation Address” block
6. To route your request when completed, click the “route” button located at the bottom of the page and route to the “Command Reviewer”

A screenshot of the 'Request Details' and 'Eligibility Result' sections of the SSO form. The 'Request Details' section shows the 'Process Type' as 'Original' and the 'Requested Type' as 'Non-Regular Officer Resignation'. The 'Reason for Separation' dropdown is open, showing options: 'Non-Regular Officer Resignation', 'Non-Regular Retirement with Pay', 'Non-Regular Retirement without Pay', and 'Transfer to the Individual Ready Reserve (IRR)'. The 'Current Routing Status' is 'Retire/Separate as Active'. The 'Eligibility Result' section shows a warning icon and text: 'Further evaluation and determination may be required by NPC or higher authority to determine eligibility for Non-Regular Officer Resignation. Below are the specific preliminary eligibility check results:'. The results are: 'The system lacks the following Obligated Service End Dates: Special Program, Bonus, Tuition Assistance, Education, Post-9/11 GIB, MGIB-SR. Further evaluation and determination by NPC may be required.' (with an 'NPC Evaluation' button), 'Member does not have a disqualifying Individual Mobilization Status code.' (with a 'Cannot Waive' button), and 'Requested Date occurs after the following Obligated Service End Dates: MSO (10/26/2014).' (with a 'Check Passed' button).

Contact the SSO Program Manager if you need further information:

<https://www.navyreserve.navy.mil/Resources/SSO-Tool-Kit/>