# **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>

	<b>1</b> Training
E-Leave Job Performance Aids (JPA)	
STR Tracking Tool Tutorial (JPA)	
BRS Tutorial (JPA)	
EAW Tutorial (JPA)	
MAP Tutorial (JPA)	
RED/DA Tutorial (JPA)	
EDM Tutorial (JPA)	
Interactive Training	
NSIPS Training Pers/Pay Tutorials	
MAP-R Tutorial (JPA)	

#### Next select RnS Training>

Vavy Enlisted System (NES) and Officer Personnel Information System (OPINS) Navy Enlisted System (NES) and Officer Personnel Information System (OPINS)
Reserve Headquarters System          > RHS Training 1         > RHS Training 2
RnS Training

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

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### ORACLE

USER PRODUCTIVITY KIT

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Command Profile Management		
➡ ♦ NPC Setup and Configuration		
Eligibility Check		
E Quar (Active Duty) Separation/Retirement		
Regular Request Member Submission		
Regular Request Command Separations Specialist		
Regular Request Command Reviewer		
Regular Request Command Reporting Senior		
Regular Request NPC HR Specialist		
Regular Request NPC Detailing Command Reviewer		
Regular Request NPC Regular Retirement Approval Authority		
Non-Regular (Reserves) Separation/Retirement		
Non-Reg Retirement without Pay (Self Service and Unit)		
Non-Reg Retirement without Pay (NRA)		
Non-Reg Retirement without Pay (NPC)		
TRF to IRR		
Orders Request		
🖬 🛇 Checklist		

Review the NSIPS tutorials provided and submit your request!

Below is the SSO Program guidance on submitting requests:

# **SSO GUIDE TO REQUEST RETIREMENT - RESIGNATION**

- 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"

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NAVY STANDARD	<ul> <li>EDM</li> <li>RED/DA</li> <li>User Release Information</li> <li>Career Information Management</li> </ul>	) ) )		Home Add to Favorites	Sign Out
Ienu My Favorites EDM RED/DA User Release I Career Informa Management Employee Self Retirements & Manager Self §	<ul> <li>Manager Self Service</li> <li>Reporting Tools</li> <li>My Profile</li> <li>DOD ID Look Up</li> <li>NSIPS Report Manager</li> <li>Notification Inbox</li> <li>Change My Password</li> </ul>	Retirements and Separa	Blended Retirement System Request Home Check Eligibility Request Retirement/Separation Assigned Letter(s) Checklist Certificate of Release DD214 Creatificate of Release DD214 SCREEN AND CLICK THE "YES" BUTTON ONTACT YOUR CPC OR PERSONNEL OFF	IN THE DEPENDENCY	ontent   Layout

N	IMS CD: dm MAS CD: ed MAS CD: frn MAS CD:	IMS DT: Adm MAS DT: Med MAS DT: Trn MAS DT:	
Request Details			
Process Type: Requested Type: Requested Date: Reason for Separation: Current Routing Status: Eligibility Result Eligibility check results:	Original           Non-Regular Officer Resignation         Y           Non-Regular Officer Resignation         Y           Non-Regular Retirement with Pay         Y           Non-Regular Retirement with Under Yay         Y           Transfer to the Individual Ready Reserve (IRR)         Y	Retire/Separate as Active	
The system lacks the follo Further evaluation and de	wing Obligated Service End Dates: Special Program, Bonus, Tuition Assistance, Education, Post termination by NPC may be required.	9/11 GIB, MGIB-SR.	NPC Evaluation
Member does not have a	disqualifying Individual Mobilization Status code.		Cannot Walve
Requested Date occurs a	ter the following Obligated Service End Dates: MSO (10/26/2014).	1	Check Passed

### Contact the SSO Program Manager if you need further information:

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