



STRATEGIC SEALIFT OFFICER SELRES GUIDE TO RETIREMENT POINTS

SELRES SSO retirement points members must be processed by their NRC or PERS-912. N14 only has access to records under the SSRG UICs (2525M; 2501M – 2504M) and therefore cannot adjust point captures for members not in those UICs. Additionally, the Navy Reserve Unit CO is the approval authority for SELRES officers' retirement points (Per RESPERSMAN 1500-010, 3.b).

How do I request credit for SSO-specific points (MMC transactions, sea service, etc.)?

If the points are less than one year old:

1. Follow your Navy Reserve Center's process to request points. You will likely need a NAVPERS 1336/3, Special Request/Authorization form endorsed by your Unit CO. Work with your NRCs points POC for that process.
2. Provide the following when submitting a retirement points request to your NRC:
 1. **"Request for Retirement Points" letter** – State the exact NSIPS correspondence course codes you are requesting points for, the dates, and anniversary years they should fall under. **This applies to sea time and MMC renewals/upgrades.** Course codes may be found in the Approved Correspondence Course List for the Fiscal Year.
 2. **NAVPERS 1070-613 signed** – This document certifies you were not on orders when points were earned. It is a requirement for all points submissions.
 3. **Supporting documentation** - Course certificate, sea service letters, MMC, etc.
 4. **ADT Orders** – Members must comply with their annual ADT requirement to be eligible for extended sea service credit.

Templates for items 1 and 2 may be found on the [SSO Toolkit](#) how-to-guide "retirement points" section.

Most NRCs are not familiar with the Strategic Sealift Officer community and its unique retirement point policies. Please contact CNRFC_N14_RESERVE_SERVICES@us.navy.mil if your NRC does not know how to input SSO points. **N14 will NOT provide endorsement or guidance for any requests not approved by your NRU CO.**

Below are additional resources you can include in your submission to support your NRC in the process:

1. **FY Correspondence Course List:** List of approved retirement point codes and assigned point values
 - a. This list is published annually and can be found on the [SSO Sharepoint Site](#) (Reserve Services Department -> Retirement Points -> Correspondence Courses).

- b. The list contains NSIPS codes for sea time, MMC renewals/upgrades, and other SSO-specific items.
- 2. [RESPERMAN 1534-030](#): (Paragraphs 3 and 4) Guidance on how SSOs are awarded retirement points.

IF THE POINTS ARE OLDER THAN ONE YEAR:

Retirement point requests must be submitted within one year of being earned. If you are requesting points older than one year, your NRC will direct you to submit the points request to PERS-912.

In this case, contact N14 Reserve Services at cnrfc_n14_reserve_services@us.navy.mil and provide a copy of your submission. If your submission meets all requirements, we will provide an endorsement letter. Include this letter in the final package you submit to PERS-912. Cases can be submitted to MNCC via email, faxed to 901-874-7044, or mailed to the following address:

Navy Personnel Command (PERS-912)
5720 Integrity Drive
Millington TN 38055