## **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>

	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 (IPA)	

### Next select RnS Training>

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

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

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Command Profile Management		
NPC Setup and Configuration		
Eligibility Check		
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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		
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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"

Favorites	Main Menu	
	<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
Aenu My Favorites EDM REDIDA User Release I Career Informa Management Employee Self Retirements & Manager Self § Reporting Tool: My Profile DOD ID Look U NSIPS Report A	Employee Self Service  Retirements & Separatio  Manager Self Service  Reporting Tools  My Profile  DOD ID Look Up  NSIPS Report Manager  Change My Password  Change	eparation

A	IMS CD: im MAS CD: ed MAS CD: fm 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	Original           Non-Regular Officer Resignation         Yes           Non-Regular Officer Resignation         Yes           Non-Regular Retirement with Pay         Yes           Non-Regular Retirement without Pay         Yes           Transfer to the Individual Ready Reserve (IRR)         Yes	Ire/Separate as Active
Further evaluation and dete eligibility check results:      The system lacks the follo Eurther evaluation and dete	rmination may be required by NPC or higher authority to determine eligibility for Non-Regular Officer Re wing Obligated Service End Dates: Special Program, Bonus, Tuition Assistance, Education, Post-8/11 G	signation. Below are the specific preliminary BIB, MGIB-SR. NPC Evaluation
Pultiel evaluation and determination by MPC may be required.     Member does not have a disqualifying individual Mobilization Status code.		Cannot Walve
Requested Data occurs at	ter the following Obligated Service End Dates: MSO (10/26/2014).	Check Passed

#### Contact the SSO Program Office if you need further assistance:

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