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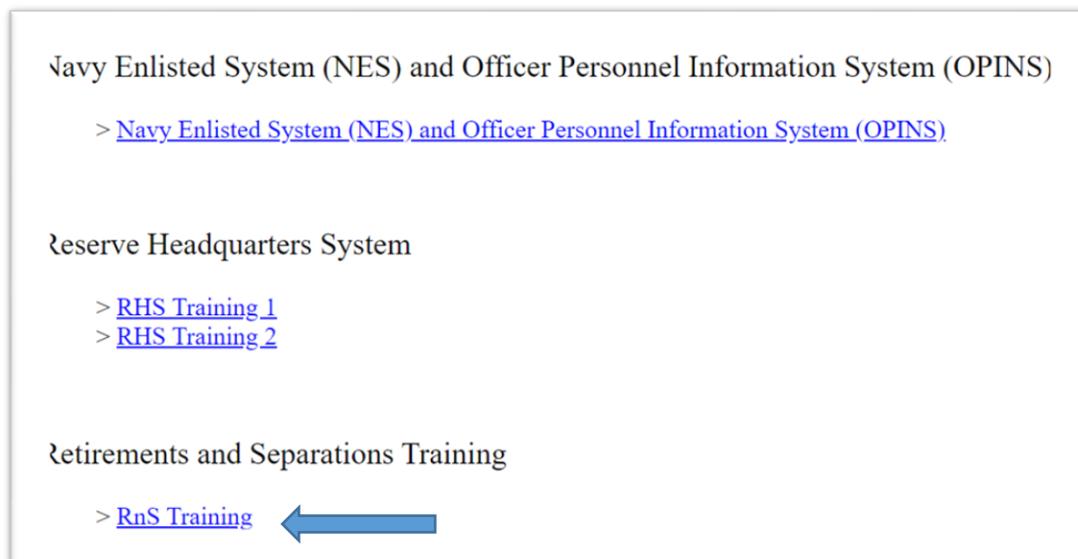
Then select Non-Reg Retirement without Pay (Self Service and Unit)>

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☐ Command Setup Training
☐ Command Profile Management
☐ NPC Setup and Configuration
☐ Eligibility Check
☐ Regular (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:

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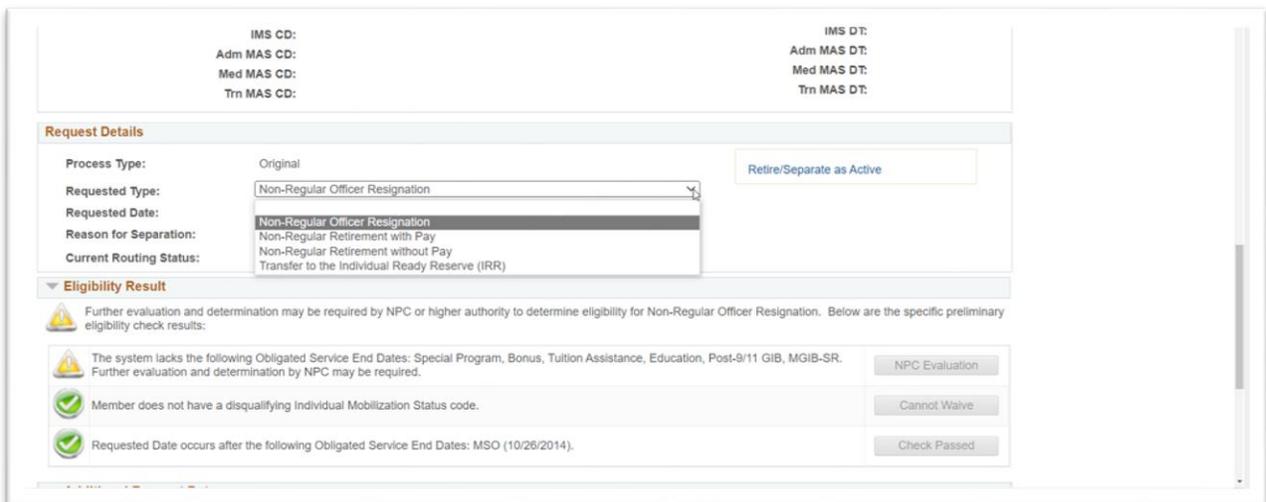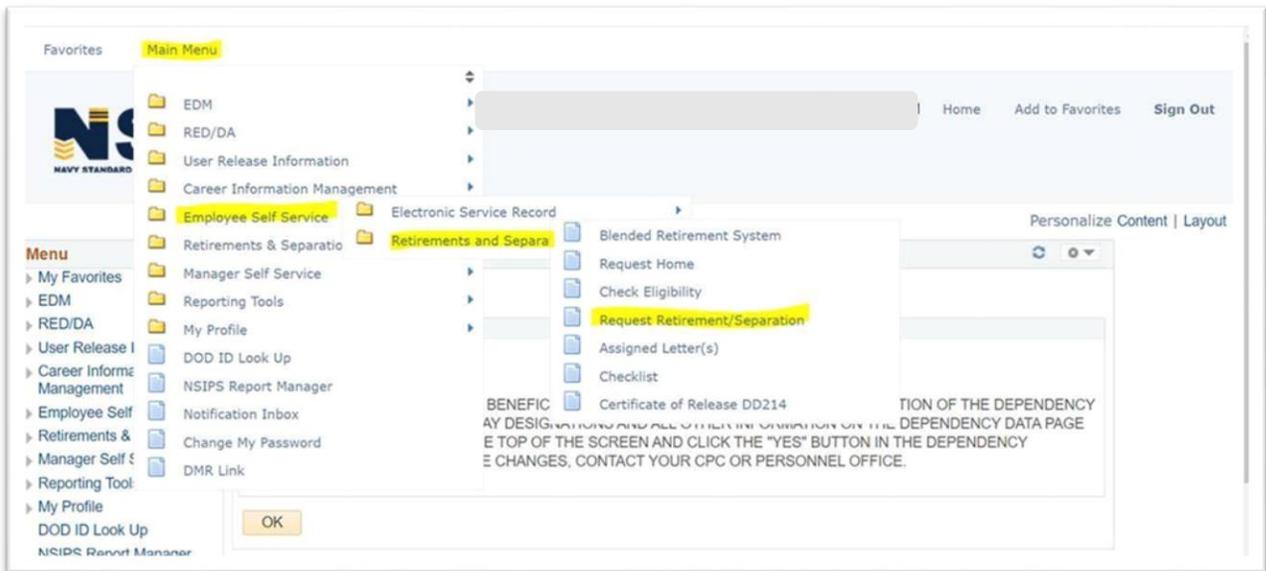
Contact the SSO Program Office if you need further assistance:

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