

PERSONNEL SUPPORT DETACHMENT
STANDARD OPERATING PROCEDURES

SEPARATIONS

Documents required:

- (1) Message/Ltr of Authorization (ADMIN Separation)
- (2) Separating at EAOS (PTS Denial or Memo stating)
- (3) Message Authorizing (Transfer to Retirement List or Fleet Reserve for enlisted and Retirement Orders for Officers)
- (4) Report of Home of Record and Place From Which Ordered to Active Duty (NAVPERS 1070/74)
- (5) Submit current address after separation

NOTE: All documents must be turned into PSD via TOPS 45 days prior to starting terminal leave to allow a smooth separation.

NOTE: Service Member must complete all necessary documents that's applicable to the member before commencement of terminal leave, including DD-214.

CPC Responsibility: Send via TOPS the above documentation that's applicable.

Ensure the following documents are provided via TOPS:

- Pre-sep Checklist (DD2648)
- Approved Terminal e-leave chit or (Leave Chit with LCN)
- Permissive House/Job Hunting Orders
- Physical Separation Examination (180 prior to Sep Date)
- Medical and Dental (Hand Carry)
- Completed SBP Election Form (DD-2656) for Retirements/Fleet Reserve/TDRL and PDRL only.
- Separation evaluation (Not required for Retirement/Fleet Reserve/TDRL and PDRL.
- Completed command check-out sheet.
- Verification of Military Education and Training (VMET); have member print of DD 2586.
- Copy of member's DD 4 located in ESR (Home of Record and Place of Entry into Active Service).
- The separations clerk will not be allowed to complete the process without all documents received.

Note: Service member must complete all necessary documents that applies to the member before commencement of terminal leave, including DD 214.

PSD Responsibility:

DD 214

- Complete the DD 214 once all documents are provided (local customers will be allowed to review by appointment) (Distant commands will send via TOPS or command email)
- Complete Separating Orders
- Prepare necessary NSIPS documents
- Forward package to Military Pay for final processing of final pay.