



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 1820.2B
NPC-91B

SECNAV INSTRUCTION 1820.2B

MAR 1 1999

From: Secretary of the Navy
To: All Ships and Stations

Subj: VOLUNTARY RETIREMENT OF MEMBERS OF THE NAVAL AND MARINE
CORPS RESERVE NOT ON ACTIVE-DUTY LISTS (INCLUDING
TAR/AR/FTS)

Ref: (a) Title 10, United States Code
(b) DoDINST 1200.15 of 18 Sep 97 (NOTAL)
(c) SECNAVINST 1920.6A
(d) SECNAVINST 1910.4B (NOTAL)
(e) SECNAVINST 1850.4C (NOTAL)
(f) SECNAVINST 1811.3M
(g) OASD memo of 11 Mar 93 (NOTAL)

Encl: (1) Retirement of Inactive Duty and TAR/AR/FTS
Personnel - General
(2) Voluntary Retirement of Officers of the Navy and
Marine Corps Reserve
(3) Voluntary Retirement of Enlisted Members of the Naval
Reserve and Marine Corps Reserve
(4) Definitions

1. Purpose

a. To provide policy governing voluntary retirement of inactive duty officers and enlisted members serving in the Naval Reserve and Marine Corps Reserve and those Naval and Marine Corps reservists on active duty in the Navy Training and Administration of the Reserve (TAR), Marine Corps Active Reserve (AR), or any other Full Time Support (FTS) program.

b. To incorporate applicable provisions of the Reserve Officer Personnel Management Act as well as changes in Department of Defense policy. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1820.2A.

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3. Applicability

a. This instruction applies to all inactive duty officers and enlisted members of the Naval Reserve and Marine Corps Reserve components and all TAR/AR/FTS officers and enlisted members not on the Active Duty List who qualify for retirement per references (a) and (b). Enclosures (1) through (4) provide specific guidance and definitions regarding qualifications for voluntary retirements.

b. Involuntary separation of officers for cause is covered in reference (c). Involuntary transfer to the Fleet Reserve of enlisted members for cause is covered in reference (d).

c. Disability retirement is covered in reference (e).

d. Retirement of Reserve Officers on the Active Duty List of the Navy and Marine Corps and transfer of Reserve enlisted members on active duty to the Fleet Reserve or Fleet Marine Corps Reserve, other than TAR/AR/FTS personnel, are covered by reference (f).

e. Involuntary separation from the Selected Reserve, which results in eligibility for early retirement under the Reserve Transition Benefits program, is addressed in reference (g).

4. Responsibilities. The Chief of Naval Personnel (CHNAVPERS) and the Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA) are responsible for:

a. Establishing and implementing procedures to accurately determine eligibility and to notify, within 1 year following eligibility, each person qualified for retired pay at age 60 per paragraph 2 of enclosure (1) to this instruction. Additionally, notification of available survivor benefit options per the Reserve Component Survivor Benefit Plan will be included with the Notification of Eligibility. Included in this responsibility are periodic audits of the process.

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b. Maintaining for the Secretary a retired list of members in the Retired Reserve, per section 12774(a) of reference (a).

c. Maintaining for the Secretary a retired list of members entitled to retired pay, per section 12772(b) of reference (a).

d. Maintaining instructions on how to apply for retirement.

5. Form. DD 108 (4/87), "Application for Retired Pay Benefits," S/S 0102-LF-000-1083, is available in the Naval Supply System per NAVSUP P-2002 and is used by the member to request retired pay at 60.



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RETIREMENT OF INACTIVE DUTY AND TAR/AR/FTS PERSONNEL - GENERAL

1. Retirement of Inactive Duty Reservists Qualified for Retired Pay. CHNAVPERS or DC/S M&RA may transfer inactive duty reservists O-6 and below who complete the requirements specified in section 12731 of reference (a), upon request, to the Retired Reserve. Upon reaching age 60, such persons are entitled, upon application, to receive retired pay if the member:

a. Has performed at least 20 years of qualifying service computed under section 12732 of reference (a) (15 or more if under the Reserve Transition Benefits program);

b. Has performed the last 8 years of qualifying service (6 years of qualifying service during the period 1 October 1991 to 30 September 1999 (or any further extensions authorized by law)) as a member of a Reserve component of the Armed Forces or a component listed in section 12732(a)(1) of reference (a);

c. Is not entitled, under any other provision of law, to retired pay from an armed force or retainer pay; and

d. Does not meet any of the exclusions listed in Section 12731(c) of reference (a).

2. Notification of Eligibility for Retired Pay for Reservists Not on Active Duty. Reservists not on active duty who become eligible for retirement with pay at age 60 will be notified of their eligibility per section 12731 of reference (a). CHNAVPERS or DC/S M&RA shall send a Notification of Eligibility (NOE) for retired pay to the member within one year of completing qualifying service. Additionally, advisement of available survivor benefit elections per the Reserve Component Survivor Benefit Plan shall be included in the NOE.

3. Voluntary Retirement of TAR/AR/FTS Personnel. CHNAVPERS or DC/S M&RA may transfer TAR/AR/FTS personnel to the Fleet Reserve, Fleet Marine Corps Reserve and Retired Reserve per sections 6323, 6330, and 6331 of reference (a), if they meet the following qualifications:

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a. Officers. Officers must have 20 years of active service of which at least 10 years was service as a commissioned officer (until 30 September 1999 (or any further extensions authorized by law), a minimum of 8 years of active commissioned service is required).

(1) Years of service are computed by adding all years of active service in the Armed Forces.

(2) Years of service as a commissioned officer are computed by adding all years of active service under temporary or permanent appointment in grades above warrant officer, W-1.

b. Enlisted Members. Per Section 6330 of reference (a), enlisted members must have completed 20 years of active service in the Armed Forces.

(1) A completed minority enlistment shall be counted as 4 years of active service as provided for in section 6330 of reference (a).

(2) An enlistment terminated less than three months before the end of the term of enlistment shall be counted as active service for the full term as provided for in section 6330 of reference (a).

4. Voluntary Retirement of Flag and General Officers. Flag and general officers will be considered for voluntary retirement on the basis of service needs reflected in the annual promotion and continuation plans approved by the Secretary of the Navy and the merits of the individual case as required by section 1370 of reference (a). All retirements of flag and general officers require Secretarial approval.

5. Retirement of Reservists Not Qualified for Retired Pay

a. Reference (b) no longer addresses the "Honorary" retiree program. Members previously transferred to the Retired Reserve in an honorary status will maintain their retired status.

b. Reservists who possess special qualifications or critical professional skills and are not eligible for non-Regular service retired pay and are subject to mandatory removal from an active status may be transferred to Retired Reserve status in lieu of discharge as approved by DC/S M&RA or CHNAVPERS.

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VOLUNTARY RETIREMENT OF OFFICERS OF THE NAVAL AND MARINE CORPS
RESERVE

1. Authority to Approve Requests for Transfer to the Retired Reserve. CHNAVPERS or DC/S M&RA, acting for the Secretary, is authorized to approve requests for retirement. This authority may not be further delegated. CHNAVPERS and DC/S M&RA will normally deny, for the Secretary, requests for retirement which do not satisfy the policy and eligibility criteria established by this instruction.
2. Retirement Requests. Retirement requests from officers will only be approved when all the requirements for retirement contained in reference (a) and this instruction have been met. Officers selected for promotion after 1 October 1996 and who have accepted promotion to the next higher grade must meet the applicable minimum time-in-grade requirement in paragraph 3 of this enclosure or request retirement in their previously held grade. Frocking does not constitute acceptance of a promotion.
3. Retired Grade Determination for Commissioned Officers in Pay Grades O-1 and Above
 - a. Retirement from Active Duty
 - (1) For grades O-1 through O-4, a minimum of 6 months of active duty must be served in grade to retire in that grade.
 - (2) For grades O-5 through O-8, a minimum of 3 years of active duty must be served in grade to retire in that grade.
 - (3) During the period 1 October 1990 until 30 September 1999 (or any further extensions authorized by law), the time-in-grade service on active duty for O-5 through O-8 is reduced to 2 years.
 - (4) Once notified by CHNAVPERS or DC/S M&RA of their required separation from active duty without their consent, members who request retirement are considered to have retired involuntarily. Involuntary retirement requires only 6 months of active duty service in grade to retire in that grade.

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(5) Officers requesting retirement for reasons prescribed in chapter 60 of reference (a) are considered to have retired voluntarily.

b. Retirement from Inactive Duty (Non-Regular Retirement under chapter 1223 of reference (a)).

(1) Unless entitled to a higher grade under any provision of reference (a), Reserve commissioned officers of the grade of ensign/second lieutenant and above who request voluntary retirement shall be retired in the highest grade satisfactorily served upon completion of the following time-in-grade requirements:

(a) Inactive duty officers in the grades of O-1 through O-4: 6 months.

(b) Inactive duty officers in the grades of O-5 and above: 3 years.

(c) During the period 17 October 1998 until 30 September 2001, the time-in-grade requirements for O-5 through O-8 is reduced to 2 years.

(2) Unless entitled to a higher grade under any other provision of reference (a), Reserve commissioned officers who are separated because of age or years of service may retire in the grade in which they are satisfactorily serving, so long as such service has been for a period of not less than 6 months.

(3) For non-Regular retirees, the time-in-grade requirements listed above must be served in an active status (i.e., the Ready Reserve or the Standby Reserve-Active). Additionally, CHNAVPERs or DC/S M&RA shall, for the Secretary, make determinations of satisfactory service taking into consideration any misconduct or moral or professional dereliction which results in courts-martial or separation for cause.

(4) Inactive duty members not meeting the requirements for non-Regular retirement per chapter 1223 of reference (a) but allowed to retire under paragraph 5b of enclosure (1) must also meet time-in-grade requirements listed in paragraph 3 of this enclosure.

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c. An officer whose length of time in the highest grade held does not meet the above service-in-grade requirements shall be retired in the next lower grade in which service was satisfactorily performed.

4. Warrant Officers. Unless entitled to a higher grade under any provision of reference (a), warrant officers shall be retired in the grade held on the day before the date of retirement or in any higher warrant officer grade they served in satisfactorily on active duty, as determined by the Secretary, for a period of more than 30 days per section 1371 of reference (a).

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VOLUNTARY RETIREMENT OF ENLISTED MEMBERS OF THE NAVAL RESERVE
AND MARINE CORPS RESERVE

1. Authority to Approve Requests for Transfer to the Retired Reserve. CHNAVPERS and DC/S M&RA, acting for the Secretary, will establish procedures for, and are authorized to approve, requests for transfer of enlisted members to the Retired Reserve. This authority may not be further delegated.

2. Retirement Requests

a. Retirement requests from enlisted members will only be approved when all of the requirements for retirement contained in reference (a) and this instruction have been met. Per reference (b), enlisted members, upon assignment or transfer to the Retired Reserve, shall be retired in the highest pay grade in which they have served satisfactorily as described in this paragraph, or in the highest grade eligible under any provision of reference (a). CHNAVPERS or DC/S M&RA shall, for the Secretary of the Navy, make determinations of satisfactory service. Factors used in making this determination are:

(1) Time served in current or higher pay grade.

(2) Any report of misconduct, moral or professional dereliction, conduct not in the interest of national security, or conviction by courts-martial.

(3) The nature and severity of any misconduct.

b. If CHNAVPERS or DC/S M&RA determines that the member's service was not satisfactory in the highest grade, the retired grade will be the next lower pay grade in which satisfactory service was performed.

c. Advancement to E-7, E-8, or E-9 requires the completion of 24 months of service in the new pay grade as a member of the Ready Reserve or Standby Reserve-Active. Enlisted personnel who accept advancement must meet time-in-pay grade requirements prior to transfer to the Retired Reserve, the Fleet Reserve or Fleet Marine Corps Reserve. Frocking does not constitute acceptance of advancement. Members who do not complete the time-in-grade requirement will normally submit their request in

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the previously held pay grade. Members who through no fault of their own are unable to complete time-in-grade requirements may request a waiver from CHNAVPERS or DC/S M&RA to permit retirement or transfer to the appropriate Fleet Reserve at the higher pay grade. Additionally, during times when Reserve Transition Benefits are being offered to reservists to meet desired Force reductions, time-in-grade requirements may be waived by CHNAVPERS or DC/S M&RA for inactive duty reservists. Members involuntarily retired will be permitted to retire in the highest pay grade satisfactorily served as defined in paragraph 2a of this enclosure.

3. Qualification for Voluntary Retirement of Enlisted TAR/AR/FTS Personnel. Per sections 6330 and 6331 of reference (a), TAR/AR/FTS enlisted personnel shall, upon application, be transferred to the Fleet Reserve or Fleet Marine Corps Reserve, if qualified, after completion of at least 20 years of active service in the Armed Forces (15-20 years if retired under Temporary Early Retirement Authority). After completing 30 years of service, members of the Fleet Reserve or Fleet Marine Corps Reserve shall be transferred to the Retired reserve. Per section 6326 of reference (a), Full Time Support program personnel who accrue 30 years active service must transfer to the Fleet Reserve prior to assignment to the Retired Reserve. Years of active service in the Armed Forces are computed as defined in enclosure (1) of this instruction.

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DEFINITIONS

1. Active Commissioned Service. Service on active duty as a commissioned officer or commissioned warrant officer.
2. Active Service. Service on active duty.
3. Active Status. Service as a member of the Naval or Marine Corps Reserve on the Reserve Active Status List, or on the Active Duty List. Includes TAR/AR/FTS personnel.
4. Active Reserve (AR). Members of the Marine Corps Selected Reserve ordered to full-time active duty but not on the Active Duty List, designated for organizing, administering, recruiting, instructing, and/or training the Marine Corps Reserve. Under Department of the Navy policy, AR Marines are authorized continuous active duty on a career basis.
5. The Secretary. The Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy.
6. Ready Reserve. The Selected Reserve (SELRES) and the Individual Ready Reserve (IRR), consisting of units and individuals liable for immediate recall to active duty in time of war or national emergency declared by Congress, proclaimed by the President or when otherwise authorized by law.
7. Individual Ready Reserve. Ready Reservists who are in a non-drill pay status or in a non-drill status.
8. Inactive Duty. Service performed by reservists not on active duty (SELRES or IRR).
9. Voluntary Retirement. Retirement based on a voluntary request from an individual for transfer to the Retired Reserve which has not been the result of notification action requiring involuntary separation from active duty.

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10. Involuntary Retirement. A Reserve officer on active duty who is notified of being released from active duty without his/her consent and thereafter requests transfer to the Retired Reserve under section 3911, 6323 or 8911 of Title 10 U. S. Code and is retired under to that request, is considered to have retired involuntarily.
11. Full-Time Support (FTS). Reserve component personnel assigned to assist in organizing, administering, recruiting, retention or training of Reserve component personnel. For the purposes of this instruction FTS members of the Marine Corps are Selected Reservists ordered to active duty with their consent for organizing, administering, recruiting, instructing, or training Marine Corps Reserve component units. FTS personnel in the Department of the Navy are designated TARs, ARs, Canvasser Recruiters, and personnel on Active Duty for Special Work (ADSW) for periods greater than 179 consecutive days.
12. Training and Administration of the Reserve (TAR). Naval Reserve personnel on full-time active duty but not on the Active Duty List, designated for the training and administration of the Naval Reserve. Under Department of the Navy policy, TAR personnel are authorized continuous active duty on a career basis.
13. Qualifying Service. Accumulation of a minimum of 50 retirement points in an anniversary year is considered a "qualifying year" (satisfactory Federal service) for retirement purposes.
14. Standby Reserve, Active Status List (USNR-S1). Reserve members transferred to the Standby Reserve but remaining in an active status who are liable for active duty only in time of war or national emergency declared by the Congress or when otherwise authorized by law.