



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 1820.2C
PERS-491B
25 January 2005

SECNAV INSTRUCTION 1820.2C

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

Subj: VOLUNTARY RETIREMENT OF MEMBERS OF THE NAVY AND MARINE CORPS RESERVE NOT ON THE ACTIVE-DUTY LISTS (INCLUDING NAVY AND MARINE CORPS RESERVISTS ON ACTIVE DUTY IN FULL TIME SUPPORT (FTS), AND MARINE CORPS ACTIVE RESERVE (AR))

Ref: (a) 10 U.S.C.
(b) DODI 1200.15 of 18 Sep 97
(c) SECNAVINST 1920.6B
(d) SECNAVINST 1910.4B
(e) SECNAVINST 1850.4E
(f) SECNAVINST 1811.3M

Encl: (1) Retirement of Inactive Duty and FTS
Personnel - General
(2) Voluntary Retirement of Officers of the Navy Reserve and Marine Corps Reserve
(3) Voluntary Retirement of Enlisted Members of the Navy 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 Navy Reserve and Marine Corps Reserve and those Navy and Marine Corps reservists on active duty in the Full Time Support (FTS) program.

b. To incorporate applicable provisions of reference (a) and address recent changes in law and Department of Defense (DOD) policy. This instruction is a major revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1820.2B.

3. Applicability

a. This instruction applies to all inactive duty officers and enlisted members of the Navy Reserve and Marine Corps Reserve components and all 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 separation 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 FTS personnel, are covered by reference (f).

4. Responsibilities. Chief of Naval Personnel (CHNAVPERS) and Deputy Chief of Staff for Manpower and Reserve Affairs D/CS (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 (RCSBP) will be included with the Notification of Eligibility (NOE). Included in this responsibility are periodic audits of the process.

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

c. Maintaining for SECNAV a retired list of members entitled to retired pay, per section 12774(b) of reference (a).

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- d. Maintaining instructions on how to apply for retirement.
5. Form. DD 108 (7/02), "Application for Retired Pay Benefits," S/N 0107-LF-131-3400, is available on the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB (NLL) 600 or online at <http://forms.daps.dla.mil>. This form is used by the member to request retired pay at age 60.

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(Manpower and Reserve Affairs)

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RETIREMENT OF INACTIVE DUTY AND FTS PERSONNEL - GENERAL

1. Retirement of Inactive Duty Reservists Qualified for Retired Pay. CHNAVPERS or D/CS (M&RA) may transfer to the Retired Reserve inactive duty reservists O6 and below who complete the requirements specified in section 12731 of reference (a). Transfers shall be conducted upon member request, if eligible. CHNAVPERS or DC/S M&RA may also transfer eligible members to the Retired Reserve, when no request is received following notification of required separation per references (c) or (d). Eligibility criteria include the following:

a. Member has performed at least 20 years of qualifying service computed under section 12732 of reference (a), or is a Selected Reserve (SELRES) member with 15-20 years of qualifying service and is medically disqualified or meets requirements of any other authorized Early Retirement Program.

b. Member who has earned 20 or more years of qualifying service before 25 April 2005 must perform the last 6 years of qualifying service in a Reserve component of the Armed Forces or a component listed in section 12732(a)(1) of reference (a). A member who completes 20 years of qualifying service on or after 25 April 2005 is exempt from this requirement.

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

d. Member does not meet any of the exclusions listed in section 12731(c) of reference (a).

2. Notice of Eligibility (NOE) 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). Upon reaching age 60, such members are entitled, upon application, to receive retired pay. CHNAVPERS or D/CS (M&RA) shall send a NOE for retired pay to the member within 1 year of completing qualifying service. Additionally, advisement of available survivor benefit elections per the RCSBP shall be included in the NOE. Once an NOE is issued, a member's eligibility for retired pay may not be revoked on the basis of error, misinformation, miscalculation or administrative determination of years of