

# PSD Naval Station Separation Packet for Retirement/FLTRES

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Phone: (757) 445-5453  
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## MANDATORY DOCUMENTS NEEDED TO SCHEDULE your Interview/DD 214 appointment (must be brought in to schedule):

- NPC MESSAGE
- Pre-Separation Questionnaire
- AWARDS Checklist – Identify how many of each award received.
- MEDICAL AND DENTAL MEMORANDUM
- VMET Transcript – <https://www.dmdc.osd.mil/vmet>, Log-in & print the “Request Documents” tab, then review the information to be accurate.
- Provide copy of any prior DD-214’s.

## Documents REQUIRED on the day of your appointment

- SBP (DD FORM 2656) with allotment form. Original form required within 60 days prior to the effective date of Retirement or Fleet Reserve. FAILURE to do so will result in allotments STOPPING and your RETIREMENT PAY WILL BE DELAYED. DFAS FAX number: 1-800-469-6559, ATTN: NEW ACCOUNTS; DFAS Retirement Help Line: - Phone: 1-800-321-1080
- MEDICAL & DENTAL RECORDS MUST BE TURNED IN at the time of your Separation Interview OR a VA Custody Letter. Original form required;
- TAD ORDERS (Job/House Hunting orders)
- TERMINAL LEAVE PAPER: to include a leave control number in block 2, or copy of E-LEAVE Request Chit. DO NOT SUBMIT VIA TOPS.
- DD FORM 2648 PRE-SEPARATION COUNSELING form (From TAP class or your Command Career Counselor)
- SEPARATION EVAL/FITREP (Optional): Ending date MUST be the same as date of separation.
- SECURITY TERMINATION SHEET (OPNAVINST 5511/11) – To be completed by your Security Manager. Original document required.
- CHECK-OUT MEMORANDUM FROM COMMAND
- Page 13’s (Administrative Remarks of Understanding, 2 pages)

**NOTE: RETIREMENT/FLTRES completed package should be turned in 45 business days prior to your separation or 30 days before terminal leave. An appointment is required to review and sign your DD-214.**