

PSD Naval Station Separation Packet

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MANDATORY DOCUMENTS NEEDED TO SCHEDULE your Interview/DD 214 appointment (must be brought in to schedule):

- NPC MSG; Request Chit, PTS Denial Letter, or PG 13.
- 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.

Documents REQUIRED on your Separation Appointment

- For Involuntary Separations:
HYT, PTS or ERB must have at least 6 yrs of active duty in order to receive Separation Pay. Contact your Command Career Counselor for more detailed information of eligibility.
- 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.**
- IRR PRE-REGISTRATION CERTIFICATE – NKO, **Original document required.**
Instructions for the IRR 1 – Log on to NKO, 2 – Click on the “Organizations & Communities” drop down arrow
3 - Select “Organizations” 4 – Select “Individual Ready Reserve (IRR) Under Navy and Marine Corps Organizations 5 - Select “Active Duty Pre-Separation Registration” located on the RIGHT under virtual links
6 – Complete Registration, Print Complete Certificate, turn in certificate
- DD FORM 2648 PRE-SEPARATION COUNSELING form (From TAP class or your Command Career Counselor)
- SEPARATION EVAL: Ending date **MUST** be the same as date of separation. (Sailors identified for separation by the ERB will be assigned a reenlistment entry code (re-code) as warranted by the service record per criteria contained in MILPERSMAN 1160-030)
- SECURITY TERMINATION SHEET (OPNAVINST 5511/11) – To be completed by your Security Manager. **Original document required.**
- PSD CHECK OUT SHEET