



Department of Defense **INSTRUCTION**

NUMBER 1332.20

June 24, 2014

Incorporating Change 1, Effective May 13, 2020

USD(P&R)

SUBJECT: Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9

References: See Enclosure

1. PURPOSE. This instruction:

a. Reissues DoD Instruction (DoDI) 1332.20 (Reference (a)) in accordance with the authority in DoD Directive 5124.02 (Reference (b)).

b. Establishes policy and assigns responsibilities for determining the minimum period of service in grade for non-disability (voluntary) military retirement.

2. APPLICABILITY. This instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (referred to collectively in this instruction as the "DoD Components").

b. Warrant officers in grades W-3 through W-5 and enlisted members in pay grades E-7 through E-9 on the active duty lists of the Military Services.

3. POLICY. It is DoD policy that:

a. The approval of requests for non-disability (voluntary) retirement from Service members serving in grades E-7, E-8, E-9, W-3, W-4, and W-5 will require a minimum of 2 years of active duty service in their current grade unless such members are entitled by law to a higher retired grade upon retirement. Approval of transfers to the Fleet Reserve or the Fleet Marine Corps

Reserve in pay grades E-7 through E-9 also requires a minimum of 2 years of active duty in such grade.

b. Service members accepting promotion to one of the pay grades specified in this section will incur a 2-year active duty service obligation.

c. Exceptions to the policy in this section may be authorized by the Secretary of a Military Department in individual cases when the best interests of the Military Service concerned are involved or when substantial hardship for the Service member would result.

4. RESPONSIBILITIES

a. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R&FM) oversees implementation of this instruction.

b. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

(1) Implement this instruction.

(2) Address recommendations for changes to this instruction to the ASD(R&FM).

5. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 1. The change to this issuance updates references and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

7. EFFECTIVE DATE. This instruction is effective June 24, 2014.


Jessica L. Wright
Acting Under Secretary of Defense for
Personnel and Readiness

Enclosure
References
Glossary

ENCLOSURE

REFERENCES

- (a) DoD Instruction 1332.20, "Minimum Service in Grade for Non-Disability (Voluntary Retirement)," February 12, 2007 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(R&FM) Assistant Secretary of Defense for Readiness and Force Management

DoDI DoD instruction

USD(P&R) Under Secretary of Defense for Personnel and Readiness