



## Early Out Process Fact Sheet

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### BLUF

The Navy recognizes that some Sailors will seek opportunities to further their education, pursue inter-service transfers or commissioning programs that they find they are uniquely suited for.

### Who needs to know?

- Active Component (AC) Enlisted Sailors, Training and Administration of Reserve (TAR), and Selected Reserve (SELRES)
- Navy Career Counselors
- Division Officers, Department Heads
- Leadership Triads (CO, XO, CMDCM), Chiefs Mess

### What you need to know – key points

- With the release of [NAVADMIN 142/22](#), all enlisted early out programs are cancelled. Only CNP can authorize early release from Active Duty, although limited exceptions do apply.
- The cancellation of all early out programs means commands may not separate Sailors prior to EAOS without CNP's approval, except as permitted in [MILPERSMAN 1910-102](#) (for inter-service transfer and commissioning programs) and [MILPERSMAN 1910-108](#) (for further education).
- Conditional releases that require separation prior to EAOS to support program timing, ensure continuous active service during inter-service transfer, etc., will require exception to policy requests to CNP at least 90 days prior to Sailor's application deadline to ensure adequate time for staffing and administrative processing.
- This policy requires all Sailors to fulfil their commitments such as enlistment contracts, service obligations for accepting permanent change of station orders, advancements, bonuses, training, etc.
- Sailors are encouraged to speak with their Career Counselors for assistance in applying to colleges, universities, or technical schools.

### Sample POD/POW Notes

- EARLY OUT PROCESS TO FURTHER EDUCATION AND INTER-SERVICE TRANSFERS – Reminder that all early separation programs are canceled under NAVADMIN 142/22. This policy change affects Sailors who wish to attend a college, university, or technical school full time, or are interested in applying to programs in other branches of the military. Talk to your Career Counselor for more information.

### FAQ

#### Q. Who does this apply to?

A. Active Component (AC) Enlisted Sailors, Training and Administration of Reserve (TAR), and Selected Reserve (SELRES)

#### Q. Can I apply to an inter-service program without an approved Conditional Release?

A. No. The Sailor may not apply for inter-service programs without PERS-832 or CNP approval. COs are not authorized to sign a Conditional Release without approval.

#### Q. Can I apply to an institute of higher learning before I request an early separation?



**A.** Yes. The Sailor applies to an institution of higher education (college, university, or technical school) first. Upon acceptance, with the help of their Career Counselor, the Sailor submits a 1306/7 to PERS-832 via MNCC along with all required items listed in MILPERSMAN 1910-108 to request an early separation in order to further education. However, only CNP can approve separations more than 90 days earlier than EAOS and these requests are not routinely approved. Sailors are encouraged to work through their CCC to get an early determination if it will impact their application.

**Q. Can my Commanding Officer approve my early separation request?**

**A.** Due to NAVADMIN 142/22, separation requests greater than 90-days are not being approved. Only CNP can authorize early release from Active Duty through an Exception to Policy. **However, COs still retain the authority to separate a member up to 90 days ahead of EAOS under the circumstances outlined in MILPERSMAN 1910-102 and MILPERSMAN 1910-108.**

**Q. What should be included in the Exception to Policy (ETP) request to CNP?**

**A.** ETP requests should include the requisite separation date and detailed information on the program or learning institution the Sailor is desiring to attend. The request must be endorsed by the Commanding Officer, including recommendation of whether to approve or not, and the command's willingness to absorb the billet gap that will result if early separation is approved.

In addition, the request should address the impact to the Sailor if disapproved, any supporting reason(s) why approval is warranted for the requested early separation timeframe, and fully justify why the separation cannot be delayed until later in the Sailor's enlistment. Examples of justifications include upcoming policy changes that would disqualify the Sailor in the future, delaying enrollment to later classes would force a break-in-service (for inter-service transfers or commissioning programs), etc.

**Q. Should I submit an ETP request instead of a 1306/7?**

**A.** No. The ETP request does not eliminate the need to submit a 1306/7 via MyNavy Career Center (MNCC) to request Conditional Release. Both may be submitted at the same time, but the 1306/7 is still required.

**Q. My Conditional Release was approved for an Inter-Service Transfer. What's the next step?**

**A.** Once the conditional release has been approved, the Sailor should work with the prospective Service to submit their application. Once the Sailor has been accepted into the other Service, the member will need to submit a second 1306/7 to PERS-832 via MNCC, requesting discharge on a particular date. This request should include confirmation of acceptance into the new Service and justification for the date requested (e.g., a MEPS reporting date, or a reporting date for Boot Camp). If the conditional release required an ETP, the discharge request should include the ETP approval. PERS-832 can then issue the discharge authorization, which will include information required for the preparation of the Sailor's DD-214.