

## MILPERSMAN 1050-120

### SEPARATION LEAVE

---

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

---

<b>Governing Directive</b>	DFAS-DJMS, Procedures Training Guide (DFAS-PTG)
----------------------------	---

---

#### 1. Policy

a. When consistent with military requirements, a member may be granted leave which expires,

(1) if active duty, on the day of separation without the necessity of returning to the separation site.

(2) if reserve, prior to the effective date of separation in order that allowable travel time can be completed on the separation date.

b. Separation leave is granted by the member's commanding officer according to the command's leave program.

c. Since a member is not required to report to a naval activity for final processing at the expiration of leave, it is imperative that the separating activity accomplish all pre-separation counseling and administrative processing prior to the member's departure for leave.

d. When separation processing has been completed and the member has departed on leave, such leave may be voluntarily terminated only if the member returns to the command or the separation activity maintaining the member's records.

e. Travel to the member's command or the separation activity will be at the member's own expense.

---

2. **Policy for Deployed Afloat Units and Overseas Activities**

a. Commanding officers of deployed afloat units and overseas activities may authorize separation leave in the member's orders, which direct transfer to a separation activity in the 48 contiguous United States or District of Columbia (D.C.).

b. Use the rules in the table below to determine actions involved in granting separation leave:

WHEN ...	AND ...	THEN ...	AND ...
members are assigned to deployed afloat units or to overseas activities,	desire separation in one of the 48 contiguous United States or D.C.,	members shall be transferred to the separation activity nearest the port of debarkation in one of the contiguous United States or D.C. for separation processing	subsequent granting of separation leave, that is authorized in the member's transfer orders.
For the purpose of separation leave, a member assigned to an overseas activity,	transferred to a separation activity in one of the 48 contiguous United States or D.C.,	member is considered to have fulfilled the prescribed area tour	a request for exception to the prescribed tour is not required.
member is being separated at current duty station outside the 48 contiguous United States or D.C. according to the article on place of separation contained elsewhere in this Manual (see MILPERSMAN 1910-812),		commanding officers of deployed afloat units and overseas commands may grant separation leave to separating members provided <ul style="list-style-type: none"> <li>• enlisted member has signed NAVPERS 1070/613, Administrative Remarks entry, and</li> <li>• officer has signed a letter approved by commanding officer,</li> </ul>	member has acknowledged the statement below:

"I hereby request to be granted (number) days separation leave by (name of command).

I understand that in the event I desire to terminate this leave to reenlist or to continue on active duty I must return to (name and location of command).

I also understand that such return travel is at my own expense and that I have no entitlement to or claim for reimbursement.

I also understand that if I and/or my family members travel at Government expense prior to the effective date of separation to reenlist or to continue on active duty, I will be checked for the amount of Government transportation provided to me and/or my family members."

---

3. **Policy for Deployable CONUS-Based Units and CONUS Activities.** Use the rules in the table below when granting separation leave to members of CONUS units and activities:

WHEN ...	AND ...	THEN ...
CONUS activities and CONUS-based deployable units (ships, VP, VA, NMCB, etc.,) based in any of the 48 contiguous United states or D.C., are not scheduled to deploy during the period of separation leave,		commanding officers may authorize such leave.
a unit is scheduled to deploy, leave 48 contiguous United States or D.C.	call at a port outside this area, during the period of separation leave,	members desiring separation leave shall be transferred to the nearest separating activity for separation processing.

---

4. **Prohibited Actions**. The following actions related to the separation leave are prohibited:

a. Separation leave of active duty members shall not delay separation. At the expiration of the leave period the member will be considered separated.

b. Excess leave shall not be granted as part of separation leave.

c. Separation leave shall not be granted for members who are being administratively discharged.

---

5. **Separation Leave Composition and Limitations**. Separation leave is ordinary leave and shall consist of accrued and advance leave, not to exceed the amount of leave to be earned by actual day of separation.

a. The commanding officer granting separation leave has the authority to authorize the amount of leave the member will accrue to the date of separation, including an amount exceeding 60 days.

b. A member may be granted all or a portion of accrued and advance leave as separation leave, dependent upon military requirements and the desires of the member.

c. Payment, for unused accrued leave at the time of separation, is limited to payment for a maximum of 60 days per career after 9 February 1976, and will be included in the member's final check.

---

---

6. Officer Resignation or Release. Use the rules in table below when granting separation leave to officers resigning or requesting release:

WHEN ...	AND ...	THEN ...
officer is resigning or requesting release from active duty (RAD),	is submitting resignation/RAD requests to Navy Personnel Command (NAVPERSCOM) (PERS-813/resignations) NAVPERSCOM (PERS-4/RAD),	officer should include a statement concerning the number of days of separation leave approved by their command with command endorsement.
Separation leave cannot be approved at that time (see the rule above),		officer should forward to the appropriate office in the NAVPERSCOM a command endorsed statement of the amount of separation leave authorized, will in advance of receipt of separation order, to ensure separation leave can be completed on the effective date contained in the orders, except as addressed in the General Policy block. Failure to do so may require order modification.

---

7. **Permissive Actions**. Following is a list of permissive actions relating to separation leave and leave en route, early release, and frequency of use during a career:

a. Separation leave may be granted in conjunction with an early release program.

b. Separation leave may be utilized more than once per career.

---

8. **Gapping Billets**

a. The granting of separation leave may cause some billets to be necessarily gapped, since the needs of the Navy may preclude providing an early relief for a member who is being separated.

b. Commanding officers authorizing separation leave will do so only when the efficiency and readiness of the command will not be unduly impaired during the period of time when the billet will not be filled.

---

9. **References**

a. Administrative and disbursing officer procedures are contained in DFAS PPM.

b. Retirement leave is discussed in the article on accrued leave creditable upon retirement (MILPERSMAN 1050-400).

---