

MILPERSMAN 1300-500

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone:	DSN COM FAX E-mail	882-3542 (901) 874-3542 882-2647 Mill_pers-40hums@navy.mil
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmncc@navy.mil	
		MyNavy Portal:	https://my.navy.mil/	

References	(a) OPNAVINST 1754.2F (b) NAVSO P-6034, Joint Travel Regulations, Volume 1, Uniformed Service Members
-------------------	----------------------------------------------------------------------------------------------------------

1. Policy

a. Detailing authorities are aware of the hardships that confront Navy families and the additional aggravation imposed by long absences of Service members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when Service members require more time than leave can provide and have a chance of resolving the hardship within a reasonable period, reassignment for humanitarian reasons (HUMS) may be requested.

b. A request for reassignment will not be disapproved because a Service member is needed in duties assigned. This article contains the general guidelines concerning application and assignment options available.

2. Screening by Service Member's Command

a. Prior to considering HUMS reassignment for Service members assigned overseas, review [MILPERSMAN 1300-306](#) to see if early return might be a more appropriate course of action.

b. Assignment procedures and resources available to Service members whose family member(s) require continued access to specialized treatment or educational facilities are contained in reference (a).

c. If time is a significant factor in a Service member's hardship and the need for expeditious handling is evident, commanding officers (COs) may render invaluable assistance by establishing an internal screening process to determine whether a request for HUMS assignment is warranted.

(1) The screening process listed in this article should be tailored to the individual command's size and include members such as chaplains, doctors, senior officers, and chief petty officers to evaluate the case, provide command assistance, and recommend required action.

(2) If it is determined that a request for HUMS assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness to preclude unnecessary delays in administrative processing.

3. Processing by Navy Personnel Command (NAVPERSCOM)

a. Once NAVPERSCOM receives a HUMS assignment request, NAVPERSCOM, Enlisted Distribution Division (PERS-40HH) will administratively process **enlisted** requests and NAVPERSCOM, Career Management Department (PERS-4) will administratively process **officer** requests.

b. A board, consisting of senior officers and chief petty officers, will review all cases and consider them on an individual basis with the final determination based solely on the information and documentation submitted.

c. NAVPERSCOM will notify parent commands, via naval message, of any discrepancy causing requests to be held in abeyance. Packages not corrected within 60 days of receipt will be cancelled, and parent commands will be notified via naval message.

4. Basic Criteria for Determining Humanitarian/Hardship Situations. The Service member's request must show the hardship meets the following established criteria for eligibility for HUMS reassignment:

a. A severe hardship exists that is not normally encountered and resolved by other Service members of the naval Service;

b. The hardship occurs or has been excessively aggravated since the Service member has been serving on active duty;

c. The problem affects the Service member's immediate family. Immediate family is defined as a spouse, child, stepchild (if the stepchild is in fact dependent upon the Service member), parent, parent-in-law, brother, sister, stepparent, or other person acting in loco parentis for a period of 5 years before the Service member became 21 years of age or any bona fide dependent to the Service member;

d. There are no other family member(s) or relative(s) who are capable of providing necessary assistance;

e. The Service member has made every reasonable effort to alleviate the hardship and it cannot be reasonably alleviated through leave (including emergency leave if the Service member is overseas), correspondence, power of attorney, or by other professional people (e.g., lawyers, counselors, clergy, doctors, psychiatrists, etc.);

f. The Service member's presence is required for specific reasons other than for morale or financial purposes alone;

g. The hardship is resolvable within a reasonable period (normally 6-12 months); and

h. If hardship involves illness of a dependent of the Service member, enrollment in the Exceptional Family Member Program must be initiated prior to submission of HUMS reassignment request.

5. **Special Considerations.** The following circumstances involving the applicant's family members normally warrant special consideration when it is determined that the Service member's presence is essential to alleviate the problem and it is solvable within a reasonable period (not an all inclusive list):

a. Death of applicant's spouse or child,

b. Divorce when the Service member has court awarded custody of the children and time is needed to make arrangements for their permanent care, or

c. Severe illness (physical or mental) resulting in the affected person's hospitalization or scheduled hospitalization.

6. **Humanitarian Reassignments Not Considered Within the Purview of this Article.** Requests that are not within the purview of this article will not be approved. Examples include:

a. Financial or business reasons (including the operation of family business),

b. Indebtedness,

c. Personal convenience,

d. Attending to or assisting persons not identified as immediate family,

e. Children in school (exception is made for children requiring specialized education),

f. Part-time employment of Service member or employment of spouse,

g. Service member's physical or mental condition,

h. Settling of estates (use leave or liberty, other family member(s), or a lawyer),

i. Being a single parent; raising children is considered a long-term situation and should normally be considered for a hardship discharge or parenthood discharge (refer to [MILPERSMAN 1910-110](#) and [1910-124](#)),

j. Service member has bought or owns a home,

k. The death of a parent where other family member(s) are surviving,

l. Threatened separation or divorce action, or normal anxiety or depression due to military assignments, or

m. Normal pregnancy, threatened miscarriage, breech birth, Cesarean section, or Rhesus (Rh) incompatibility.

7. **Costed Humanitarian Reassignment.** All approved HUMS assignments will be considered fully funded permanent change of

station travel for Sailor and dependents. Service members will renegotiate for follow-on orders at the completion of HUMS.

a. Service Members Serving on Sea Duty

(1) If Service members are within 6 months of completion of a prescribed sea tour (PST), they may be reassigned in the area desired for a normal shore duty tour if an authorized billet is available.

(2) If Service members have more than 6 months remaining on PST, consideration may be given for assignment to a special tour for HUMS on a case-by-case basis; however, in such cases an authorized billet must exist for the Service members in the area desired. Such assignment will be approved only when there is ample evidence the hardship can be resolved in a reasonable period.

(3) Upon completion of the special tour, the Service members will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the Service members have remaining on PST, sea or shore requirements, etc.

(4) All enlisted Service members will have their sea duty commencement date (SDCD) adjusted for periods of HUMS assignment.

b. Service Members Serving on Shore Duty

(1) Consideration may be given for an extension beyond the normal tour at the present duty station. Such extensions will be determined on a case-by-case basis, but will not normally exceed 6 months.

(2) Consideration may be given for reassignment to a desired shore activity for the remainder of a normal tour, provided there is an authorized billet available in the area desired. When such reassignment is authorized, the Service members' projected rotation date (PRD) will be adjusted (if applicable) to allow a minimum of 12 months at the new command.

8. **Indefinite Hardship**. When there is evidence that a severe hardship cannot be resolved within a reasonable period of time (1 year or more) or when the demands of the hardship

situation will not permit Service members to perform their duties in a proficient manner, they should consider requesting one of the following options per [MILPERSMAN 1910-110](#), [1920 080](#), and [1920-090](#) (as appropriate):

- a. hardship discharge
- b. release from active duty
- c. retirement (if eligible)
- d. resignation

9. **Inter/Intra-Fleet Transfers.** If a Service member is encountering a hardship that an inter/intra-fleet transfer could resolve and is otherwise ineligible for such inter/intra-fleet transfer, member may receive an eligibility requirement waiver under the criteria established for HUMS assignment.

10. **Reassignment While in Limited Duty (LIMDU) Status.** HUMS reassignments will be considered on a case-by-case basis for Service members while in accounting category code "105" LIMDU status.

11. **HUMS Reassignments Beyond Expiration of Active Obligated Service (EAOS).** Enlisted Service members may not reenlist or extend while serving on a HUMS assignment without approval from PERS-40HH.

12. **Procedures for Urgent Hardship Cases**

a. **Emergency Leave.** Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, COs should ensure Service members are aware of the contents of this article, and in the event they subsequently desire to request HUMS reassignment, they may contact any naval activity in the area of their leave address to request administrative support.

b. **Letter Request.** Message requests are discouraged because they generally do not contain sufficient information for proper evaluation and determination. Normally, the immediate urgency will be satisfied by granting emergency leave, with instructions to submit a letter request from the Service member via the naval activity nearest the Service member's leave address. Commands should review reference (b), chapter 7, part

H, and chapter 5, part C, (where applicable) in conjunction with emergency leave.

c. **Requests While in Leave Status.** Requests submitted while in a leave status will be submitted to NAVPERSCOM via the CO of any naval activity in the vicinity of the Service member's leave address. Copies, to include enclosures (when required), will be submitted to the Service member's CO for review and endorsement (as appropriate). The CO of the Service member's parent command is required to endorse requests. Message endorsements are acceptable for deployed units.

(1) If the amount of leave granted is insufficient to enable submission of a request for HUMS reassignment, the assisting activity should direct a request for extension of leave to the Service member's parent command or (in applicable cases) to the next intermediate reporting station as directed in the Service member's leave authorization or transfer order. Do not request leave extensions from NAVPERSCOM.

(2) When a bona fide emergency hardship exists that meets the criteria for reassignment and insufficient time remains to request extension of leave or further leave would cause the Service member to be in excess of leave (i.e., more than 30 days or in excess of that which could be earned in Service member's remaining obligated service (OBLISERV)), the assisting command will send a message to the Service member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship, along with the following statement:

"unless otherwise directed, the Service member will be retained on board 15 days in a no-cost temporary additional duty (TEMADD) status pending decision of Navy Personnel Command."

(b) Effective time and date of retention.

(3) Final determination of a Service member's retention at an assisting command rests with the Service member's CO at the permanent duty station.

(4) If retention is authorized, the Service member will be issued TEMADD orders or an endorsement of present orders, which will include the statement in subparagraph 12c(2)(a) above concerning no-cost.

(5) TEMADD will not exceed 15 days. Every effort will be made to ensure the request is prepared and forwarded in a timely manner. Final disposition will be attempted on each case prior to expiration of leave/departure from leave address or detachment from TEMADD.

(6) If the Service member does not have service, health, and dental records in possession, **do not** request these from the parent command prior to receiving disposition of the request.

(7) In the case of a disapproved request, the Service member will be detached in a leave status within 3 working days to return to the parent command or to report to the new duty station. If immediate detachment is not possible (e.g., port calls), all concerned should be notified for the reason why the Service member is not being detached by message.

(8) This article is not authorization for a CO to issue TEMADD or temporary duty (TEM DU) orders to a Service member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request; the Service member must use leave for that purpose.

13. Submission of Requests for HUMS

a. Requests for HUMS reassignment will be sent to the following:

(1) **Officer** - Cognizant assignment division within PERS-4.

(2) **Enlisted** - PERS-40HH or scan to e-mail: mill_pers-40hums@navy.mil.

(3) **Enlisted Full Time Support (FTS)** - NAVPERSCOM (PERS-40HH) or scan to e-mail: mill_pers-40hums@navy.mil.

(4) **Mobilized Reservists** - NAVPERSCOM, Full-Time Support Distribution and Augmentation Division (PERS-46).

b. Required information and formats for requests and endorsements are provided in exhibits 1 and 2. When service records are not available, necessary information should be obtained by interviewing the Service member involved; the endorsement should reflect this information. Incomplete

requests or requests containing insufficient information on which to base a decision will be held in abeyance at NAVPERSCOM until the information is provided and cancelled if not corrected within 60 days.

14. **Supporting Statements Required for Service Member's Basic Letter Request for HUMS**. Prior to initiating a request for HUMS reassignment, the Service member will obtain the following statements as enclosures to the basic request (this may not be an all inclusive list). Each statement made in the request must be backed with a written statement from a professional who is aware of the hardship.

a. A statement from the immediate family member(s) experiencing the hardship indicating the nature of the hardship and why the Service member's presence is considered mandatory,

b. Statements from all immediate family member(s) stating what assistance they are providing or can provide, or reason assistance is unavailable,

c. Statements from one or more responsible citizens who have personal knowledge of the situation,

d. If illness is involved, a current (within 2 months) statement is required from the attending physician. Medical terminology within the statement should be defined to a degree sufficient to allow a layman to understand the nature of the illness. The statement must include the **diagnosis** and **prognosis**, and if hospitalization is involved, the probable **length of hospitalization**. The life expectancy of the family member concerned should also be included (if applicable). When mental illness is involved, the physician's statement should include pertinent background information concerning the patient's mental health and the possibility and probability of a recurrence. Allergies suffered by member(s) of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include the following:

(1) Current morbidity or mortality trends for the disease or medical condition,

(2) Prognosis for recovery from the disease or solution of medical condition, and

(3) Expected results to be achieved from the assignment and whether the problem can be satisfactorily resolved without assignment.

e. If the request is based upon a physically or mentally handicapped dependent, the sponsor will be counseled to consult with the local health benefit counselor (HBC) at the nearest naval medical center or medical center of Service involved if treatment is other than Navy. The HBC can work with the attending physician(s) to determine where prescribed treatment or special schooling may be obtained. In all such cases, a statement from the HBC will also be included. Commands should ensure Service members are briefed that HBCs are available to assist them. Reference (a) provides guidance as to long-term problems involving handicapped dependents.

f. Statements are to be forwarded from social workers who have investigated the home situation (where applicable). Commands should initiate such investigations through the local health welfare agency or the American Red Cross (if necessary and appropriate).

g. If the hardship involves divorce action and or custody of dependent children, a current statement from the attorney involved, indicating court dates (if applicable). Copy of all previous and current separation, divorce, and custody documents must accompany the request.

h. If release from active duty or resignation is requested, statements of prospective employment and current financial situation will be included.

i. Statements from law enforcement agencies, schools, lawyers, etc. will be included as the request warrants.

15. **Contents of Service Member's Basic Letter Request for HUMS.**
The basic request will be submitted in naval letter format to include enclosures indicated in exhibit 1.

a. Paragraph and subparagraph headings will be included in all cases.

b. If information is not available or not applicable, indicate so under the appropriate heading.

c. If the Service member is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the Service member concerned and a notation made to this effect.

d. The basic request must contain the following information:

(1) The locality where the assignment is requested and type of assignment being requested,

(2) A description of the hardship or humanitarian problem,

(3) A detailed description of what has been done to alleviate this hardship or humanitarian problem prior to submission of this request,

(4) A brief statement or plan outlining how reassignment of the Service member will either alleviate or resolve the hardship or humanitarian problem to allow the Service member to return to a normal rotational pattern,

(5) The names, addresses, and ages of the Service member and his or her family member(s),

(6) The names, addresses, ages, and relationship of all other immediate family member(s) (including parents, brothers, and sisters), regardless of location,

(7) The location of household goods and rough estimate of total weight,

(8) The attending physician's name, area code, and telephone number,

(9) The dates of any previous requests for reassignment for HUMS and or hardship discharge,

(10) A statement as to whether or not a hardship discharge is requested in the event the request for HUMS reassignment is not approved. Ensure Service member is briefed on the provisions of [MILPERSMAN 1910-110](#), [1920-080](#), and [1920-090](#),

(11) Location of records and personal effects, and

(12) Telephone number where Service member may be contacted.

16. **Enclosures to be Forwarded With Service Member's Basic Letter Request.** In addition to the statements required in paragraph 15, the following enclosures will be attached to the basic request: (If Service member is in a leave status and the service record is not available, copies, for the purpose of submission, must be completed by interviewing the Service member concerned and notation made to this effect.)

a. Up-to-date, signed NAVPERS 1070/602 Dependency Application/Record of Emergency Data (located in Navy Standard Integrated Personnel System (NSIPS)) and

b. Complete copies, with all enclosures, of any previous hardship discharge(s).

17. **CO's Endorsement.** The CO's endorsement will be submitted, using exhibit 2 format, and must contain the following information. (Requests that are incomplete or contain insufficient information on which to base a decision will be held in abeyance up to 60 days at NAVPERSCOM until the information is provided or the package is cancelled. "By direction" is not authorized for CO endorsements.)

a. A definite recommendation (i.e., approval, disapproval, for consideration, etc.) or, if in the CO's opinion, assignment to TEMDU HUMS and or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action. The Service member's performance of duty should not be the basis for recommending approval or disapproval, nor is that factor considered by the board,

b. A brief synopsis of applicant's case and any new information not contained in the applicant's request that the CO has learned by personal interview or other contact.

(1) Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (e.g., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross, etc.). Ensure these agencies (when appropriate) have been contacted to give assistance.

(2) Provide information if Service member has required previous special consideration, leave, etc., due to this problem or similar circumstances.

c. Applicant's disciplinary status or pending disciplinary action. Cases of Service members awaiting disciplinary action will be held in abeyance by NAVPERSCOM until disciplinary action has been resolved,

d. Applicant's current duty status (i.e., on board for duty, on board in a leave status, or on board for further assignment or transfer, etc.),

e. Miscellaneous personal data to include date Service member reported aboard present duty station, date reported aboard assisting command (if applicable), active duty service date, and PRD. If service record is not available, obtain data by interviewing Service member involved and indicate in this paragraph (ensure EAOS, SDCD, and shore duty commencement date is included for enlisted Service members),

f. If applicant is on leave, give date leave commenced and date, time, and place of expiration; estimated time and date of departure from leave address in order to comply with leave orders; leave address; area code and telephone number where applicant may be reached; whether or not leave extension is being requested; and status of request. Provide statement of current leave balance.

Note: If applicant is not on leave, but granting leave is anticipated, include the data stated in subparagraph 17f).

g. Information concerning OBLISERV remaining as a result of advancement, school, etc. (if any),

h. Homeport or permanent duty station,

i. Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement; use approximate dates (if necessary),

j. State whether or not the command assisting in submission of the request has facilities to process separation of Service member, and, if not, the nearest separation activity that could process separation,

k. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record, and

l. Name and telephone number (DSN and COM with area code) for a point of contact (POC).

18. **Request for Reconsideration**. If the Service member desires reconsideration of a disapproved request, a formal letter request from the Service member with command endorsement and additional substantiating documentation is required. Disapproved requests will be kept on file with NAVPERSCOM for 6 months. Reconsideration requests need not contain documents submitted with original request if the 6-month period has not passed.

19. **Request for Assignment on Permissive Orders**. Service members who request transfer at the Government's expense that cannot be approved, may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that Service member agrees to bear all expenses involved.

20. **Assignment Procedures**. Directive (cost) orders will be issued when a Service member is being permanently reassigned and the following conditions are met:

a. The Service member is being assigned to a vacant billet requiring Service member's rank or rate or designator or Navy enlisted classification code, and

b. The Service member has been assigned to the current duty station 1 year or more.

21. **Extension of TEMDU HUMS**. Requests for extension of TEMDU HUMS will be granted on a case-by-case basis. Requests must be submitted at least 1 month prior to expiration of current TEMDU HUMS assignment. They will be forwarded by the command to which the Service member is attached for TEMDU HUMS to NAVPERSCOM. It is essential that included substantiation be current. An availability report will be enclosed with the extension request.

22. **Administration of Service Members on TEMDU HUMS**

a. Activities receiving Service members on board for TEMDU HUMS will gain them immediately via NSIPS.

b. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the Service member is assigned for TEMDU HUMS will promptly submit an availability report to NAVPERSCOM (as appropriate).

23. **Service Members on TEMDU HUMS Desiring to Remain on Active Duty**

a. **Officers.** Officers who desire to remain on active duty will forward their requests to NAVPERSCOM (assignment officer), via their COs, 6 weeks prior to completion of the assignment. (Unless the hardship that generated the TEMDU HUMS has been alleviated or ceased to exist, retention on active duty normally will not be authorized.)

b. **Enlisted.** Enlisted Service members will not be allowed to reenlist or voluntarily extend their enlistment, unless specifically authorized by NAVPERSCOM.

(1) This restriction is applicable to Service members whose enlistment or enlistment, as extended, expires within 6 months after PRD of TEMDU HUMS assignment.

(2) Service members who desire to reenlist or extend their enlistment must forward their requests to PERS-40HH, via their COs, 6 weeks prior to completion of assignment.

(3) Unless the hardship that generated the TEMDU HUMS has been alleviated or ceased to exist, reenlistment or extension normally will not be authorized.

(4) When NAVPERSCOM has directed the CO to make a permanent [NAVPERS 1070/613](#) Administrative Remarks entry stating that a Service member's record is to be flagged and that member is not to be reenlisted or extended on active duty without prior PERS-40HH approval:

(a) Such an entry does not automatically preclude the Service member's reenlistment, but is intended to require NAVPERSCOM to reevaluate cases, which involve hardships of

sufficient duration to jeopardize the Service member's future assignability.

(b) If the Service member does not desire reenlistment and is separated at EAOS, COs must ensure that reenlistment code "RE-4" is issued, unless otherwise directed by NAVPERSCOM.

24. **Reassignment of Service Members at Expiration of TEMDU HUMS**

a. Service members on TEMDU HUMS will be considered for reassignment approximately 1 month prior to the scheduled completion of their temporary assignments.

b. Six weeks prior to the Service member's HUMS expiring, activities will interview the Service member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

c. Service members coming off TEMDU HUMS will be considered immediate rollers and must select from priority billets as offered by the Service member's rating assignment detailer. If Service members coming off TEMDU HUMS orders fail to accept orders offered by their detailer within 30 days of availability date, the detailer will issue "needs of the Navy orders" for immediate transfer to a valid billet per sea/shore flow and other current directives.

EXHIBIT 1

BASIC LETTER FOR HUMS REASSIGNMENT/EXTENSION
(Use the proper letter format containing the following:)

From: Rank/Rate, First, MI, Last, USN
To: Commander, Navy Personnel Command ((PERS-40HH) (for enlisted Service Members) and PERS-4 (for officers))
Via: Commanding Officer,

Subj: REQUEST FOR REASSIGNMENT OR EXTENSION FOR HUMANITARIAN REASONS

Ref: (a) MILPERSMAN 1300-500

Encl: (1) Copy of updated NAVPERS 1070/602 Dependency Application/Record of Emergency Data
(2) Complete copies, with all enclosures, of any previous requests submitted for HUMS reassignment or hardship discharge (if applicable)

(List all letters and documents as individual enclosures.)

1. Request: I request to be assigned/extended in the area of () or (temporary duty (TEM DU) humanitarian reasons (HUMS)/normal tour of shore duty/special shore tour) for the reasons indicated below:

a. Description of hardship: (A complete and meaningful description of the hardship without reference to enclosures, which ensures all information addressees are adequately advised of the existing hardship.)

b. Description of action taken: (A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.)

c. How applicant expects to alleviate or resolve the hardship if request is approved: (A brief statement outlining how reassignment of the Service member will either alleviate or resolve the hardship/humanitarian problem.)

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of the Service member and dependent(s).

b. Names, addresses, and ages of all other immediate family member(s): (Parents, brothers, and sisters are to be listed, regardless of location.)

c. Location of household goods and rough estimate of total weight.

d. Service member's work and home area code and telephone number.

e. Attending physician's name, area code, and telephone number.

f. Dates of any previous requests for reassignment for HUMS and or release from active duty, or resignation for HUMS.

g. "I understand that if my request for TEMDU HUMS is granted, my assignment will be effected at no cost to the Government and I am aware of the restrictions stated in [MILPERSMAN 1300-500](#)."

h. Hardship discharge statement:

(For enlisted Service members not eligible for retirement) "Having been briefed on the contents of [MILPERSMAN 1910-110](#) and [1920-200](#) I desire/do not desire release from active duty should this request for reassignment/extension for HUMS be denied."

(or)

(For officers not eligible for retirement) "Having been briefed on the contents of [MILPERSMAN 1910-110](#) and [1920-200](#) I desire/do not desire resignation should this request for reassignment/extension for HUMS be denied."

(or)

(If Service member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within 6 months of eligibility for retirement or transfer to the Fleet Reserve) "I desire/do not desire consideration for retirement or transfer to the Fleet Reserve should this request for reassignment/extension be denied."

i. Include application for retirement or Fleet Reserve as an enclosure if Service member desires consideration.

j. Location of records and personal effects.

3. PRIVACY ACT STATEMENT:

The authority to request this information is derived from 5 U.S.C. section 301 and departmental regulations. The purpose of this request is to request transfer and or discharge due to dependency or hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in an inability to process the request and the Service member will not be able to receive the requested status.

(Service member's Signature)

Copy to:

Commanding Officer (if request submitted while in a leave or TEMADD status.)

EXHIBIT 2

**CO's ENDORSEMENT OF HUMS REASSIGNMENT/EXTENSION REQUEST
(Use the proper letter format containing the following:)**

FIRST ENDORSEMENT on (Basic letter - completely identified)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-40HH for enlisted
Service members, PERS-4 for appropriate detailee for officers)
Subj: REQUEST FOR REASSIGNMENT or EXTENSION FOR HUMANITARIAN
REASONS

1. Commanding officer's (CO's) recommendation. A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If, in the CO's opinion, assignment to temporary duty (TEMDU) humanitarian reasons (HUMS) and or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action should be provided. The Service member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

2. CO's synopsis, assistance provided thus far, and other pertinent information. A brief synopsis of Service member's case and any new information not contained in the Service member's request, which was obtained from the CO's personal interview or other contact. Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (i.e., clergy, social workers, health benefits counselor, Navy Spouses Club, Navy Relief, American Red Cross, etc.). Ensure these agencies (when appropriate) have been contacted to give assistance. Provide information if the Service member has required previous special consideration (e.g., leave), etc. due to this problem or similar circumstances.

3. Service member's disciplinary status or pending disciplinary action. Cases of Service members awaiting disciplinary action will be held in abeyance by Navy Personnel Command until disciplinary action has been resolved.

4. Service member's current duty status (i.e., on board for duty, on board in a leave status, on board for further assignment, or for further transfer, etc.

Commanding Officer's Signature

Copy to:
Service member