

## MILPERSMAN 1306-114

### EARLY RETURN FOR CAUSE (ERFC) OF ENLISTED PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-40HH)	Phone:	DSN	882-3542
			COM	(901) 874-3542
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NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Policy:**

a. Service members assigned duty overseas act as ambassadors of the United States (U.S.) and the U.S. Navy. As such, their performance within a host country must continue to bring credit and maintain the highest standards of personal behavior. **Early Return for Cause (ERFC)** is the removal of enlisted personnel from an overseas tour before their normal projected rotation date (PRD), as a result of proven unfavorable interactions with the host nation, or as a result of disciplinary action that calls into question the ability of a member to continue in an overseas assignment.

b. ERFC is one of the strongest administrative actions used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, etc.) are exhausted. ERFC will not be used in lieu of disciplinary action or administrative discharge, nor is it an excuse to transfer a problem Sailor to another command. It will not be used to transfer a member with sub-standard work performance or evaluation marks. ERFC is not necessarily a bar to either retention or re-enlistment eligibility.

c. Commands requesting ERFC of members should understand that approval of their request will result in a gapped billet until a relief can be identified. Judicious use of the article is cautioned since all approvals of ERFCs will require the use of unexpected and unplanned permanent change of station (PCS) funds which could result in delay or cancellation of some other priority manning action.

2. **Procedures:**

a. **Report Submission:**

(1) All requests for **Fault Early Returns** must be submitted as an **Early Return for Cause Request (ERFCR)** (Exhibit 1) by message.

(2) Ensure the ERFCR is submitted in the format provided in Exhibit 1 including all "to" and "info" addressees. Failure to comply could result in unnecessary processing delays.

(3) Requests for early return will be submitted expeditiously and ensuring all required information is provided. These requests may involve situations requiring timely action to be taken due to the nature of the circumstances involved. An understanding of all the factors that necessitated the request submission is required prior to making a decision. Submission of a partial request is discouraged as it delays the timely processing of the request. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended.

(4) Requests for ERFC will be submitted to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40HH). Type commanders (TYCOMs) must notify NAVPERSCOM (PERS-40HH) within 5 days of requesting commander's message date/time/group of their concurrence or non-concurrence with the submitting commander's request.

b. **Transfer/Assignment Decision.** NAVPERSCOM will decide each case on its merits. If request for early return is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613, Administrative Remarks, indicating reason for submission of request.

(1) Approved requests will result in the transfer of member and family member(s) to an assignment for which eligible. Eligibility will be based upon requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to ERFC issues do not alter sea or shore rotation.

(2) Orders directing transfer will normally be issued within 21 days. Detachment from current duty station will be directed to take place within 60 days of orders being released.

c. **Improper Overseas Screening.** Ensure all facts that are related to an improper screening are documented and reported in an Overseas Screening Deficiency Report (OSDR) as required, per MILPERSMAN 1300-306, prior to submitting an ERF CR. The OSDR will be listed as a reference in the ERF CR.

d. **Host Nation Relationship.** Incidents whereby the Navy's relationship with the host nation is discredited or there is a negative reflection on the U.S. because of a Sailor's behavior in the local community, will not be tolerated. Such incidents will be given prompt attention and ERF CRs will be acted on immediately. Our Sailors represent not only the Navy overseas, but are also ambassadors of the U.S. Their conduct in the local civilian community must be above reproach.

3. **Early Return for Cause Request (ERF CR)**

a. An ERF CR will be submitted when an overseas command determines that justification exists to meet the criteria established in paragraph 1.

b. The ERF CR (Exhibit 1) is sent to the following:

For...	Message Addressee...	And...	Info...
Enlisted Members (to include FTS and non-designated SN/FN/AN)	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40HH)	* MCA * TYCOM	* Fleet Commander  * ISIC  * Last Permanent Duty Station (improper screening)

## EXHIBIT 1

### EARLY RETURN FOR CAUSE REQUEST (ERFCR)

(Use the proper message format containing the following.)

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FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40HH (Enlisted Only)/PERS-code
for Detailer//
MCA
TYPE COMMANDER//N13//
INFO FLEET COMMANDER
ISIC
PREVIOUS DUTY STATION//(improper screening cases)
Others as appropriate
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/EARLY RETURN FOR CAUSE REQUEST ICO RATE/NAME //
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1306-114 (THIS ARTICLE).//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: // (MANDATORY)
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED TO SUPPORT REQUEST FOR EARLY
RETURN FOR CAUSE:
    A. MEMBER: NAME, RATE/RANK
    B. REASON FOR REQUEST: EXPLAIN CLEARLY AND CONCISELY REASON FOR
SUBMITTING THIS REQUEST, I.E., DISCIPLINARY, UNFAVORABLE INTERACTONS, ETC.
    C. BACKGROUND INFORMATION: CIRCUMSTANCES LEADING TO THIS REQUEST. (DO
NOT LIST NAMES, PERSONAL INFORMATION)
    D. COUNSELING DOCUMENTED IN SERVICE RECORD: YES/NO
    E. WAS MEMBER PROPERLY SCREENED FOR CURRENT ASSIGNMENT: YES/NO
    (1) IS REPORT OF OVERSEAS SUITABILITY SCREENING (NAVPERS 1300/16)
FILED IN MEMBER'S SERVICE RECORD? YES/NO GIVE/NAME/RANK/TITLE/DATE OF
INDIVIDUAL SIGNING SCREENING)
    F. IF MEMBER PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL?
EXPLAIN FULLY.
    (1) SHOULD THESE PROBLEMS HAVE BEEN DETECTED IN SCREENING PROCESS?
    G. HAVE ALL APPROPRIATE ADMINISTRATIVE/DISCIPLINARY/COUNSELING ACTIONS
BEEN COMPLETED?
    H. ADDITIONAL INFORMATION AS APPROPRIATE.
    I. COMMANDING OFFICER'S COMMENTS/RECOMMENDATION: (MANDATORY).//
BT
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**NOTE:** All appropriate information necessary to make an informed decision MUST be provided. Incomplete or inconsistent information will cause unnecessary delays in processing of request.