

MILPERSMAN 1910-102

SEPARATION BY REASON OF CHANGES IN SERVICE OBLIGATION (ACTIVE DUTY AND INACTIVE NAVY RESERVISTS) INCLUDING INTER-SERVICE TRANSFER OR COMMISSION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-800-330 MNCC (6622)
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References	(a) DoD Instruction 1332.14 of 1 August 2024 (b) DoD Instruction 1300.04 of 25 July 2017 (c) BUPERSINST 1001.39F (d) 10 U.S.C.
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1. Policy

a. Deputy Chief of Naval Operations (DCNO) for Personnel, Manpower, and Training (CNO N1); Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel Plans and Policy (OPNAV N13); and Commander, Navy Personnel Command (COMNAVPERSCOM) may authorize or direct separation of Active Component (AC) enlisted personnel at or prior to their expiration of active obligated service (EAOS) and for the following reasons per reference (a):

(1) Reduction in authorized strength,

(2) Acceptance of an active duty commission of permanent appointment or acceptance into a program leading to an active duty commission of appointment in another branch of the Military Services (inter-Service commission) per reference (b), or

(3) Acceptance of an active duty enlistment in any other branch of the Military Services (inter-Service transfer (IST)) per reference (b).

b. NAVPERSCOM Reserve Enlisted Status Branch (PERS-913) may authorize or direct separation of reserve personnel prior to their expiration of reserve enlistment or their military service obligation and for the following reasons per references (a) and (c):

(1) Acceptance of an active duty or Reserve commission of permanent appointment or acceptance into a program leading to an active duty or Reserve commission of appointment in any branch of the Military Services, or

(2) IST per reference (b).

c. Commanding officers (CO) are authorized to separate or transfer AC enlisted personnel per MILPERSMAN 1910-812 for transfer, prior to their EAOS in the following situations, as long as the member is eligible for voluntary early separation per paragraph 7.

(1) Up to 90 days prior to EAOS when the member's ship or mobile unit is about to deploy with the probability of not returning to the United States before the member's EAOS and (type commander's approval is required);

(2) Up to 90 days prior to EAOS when the homeport of the member's ship or command changes and there is insufficient time to return the member to the previous homeport for separation processing or to complete separation processing at the new homeport prior to member's EAOS;

(3) Up to 90 days prior to EAOS when the Service member does not desire to reenlist, in a temporary duty under treatment status or has been found physically qualified to resume full duty (regardless of duty status) within 3 months or less of EAOS. The CO of the medical activity or the member's parent CO is authorized to separate or transfer the member for separation;

(4) Up to 90 days prior to EAOS when the Service member was received from an overseas activity and is awaiting separation at a separation activity per [MILPERSMAN 1910-812](#) by reason of EAOS and member has not indicated a desire to reenlist;

(5) Up to 90 days prior to EAOS when the member's unit is deactivating and a Service member's separation date is during the month of deactivation;

(6) Up to 90 days prior to EAOS upon completion of a deployment, when the member extended his or her enlistment for the express purpose of participating in or completing the deployment;

(7) Up to 31 days prior to the EAOS when assigned to a ship or unit that returns from an extended deployment of 6 months or more;

(8) No earlier than 14 December (maximum 20 days prior to EAOS) if EAOS expires within the 14-day period between 21 December of that same year and 3 January of the following year, or

(9) Up to 3 days prior to EAOS, when the EAOS expires on a Saturday, Sunday, holiday, or a day preceding a national holiday;

(10) Due to the unique nature of trident submarine patrols versus standard 6-month deployments, trident COs may, with concurrence of the submarine group commander, separate onboard crew members who are within 90 days of their EAOS upon return from a strategic patrol of 60 days or more and who do not intend to reenlist. Personnel who have an EAOS greater than 90 days on the date of return from patrol will be reassigned per the force commander's guidance.

d. COs should not authorize early separation for an AC Service member who:

(1) Possesses a critical or unique skill set and or is encumbering a mission critical position in which the CO determines loss of the member and a gap in the position is unsupportable,

(2) Does not desire early separation;

- (3) Is a reservist undergoing active duty for training;
- (4) Has an EAOS that will occur during the period listed in subparagraphs 3a(1) through (4) of this article as a result of any other early release program;
- (5) Is scheduled for transfer to the Fleet Reserve or for retirement;
- (6) Is returning from a permanent overseas duty station and does not desire early separation, or
- (7) Is serving overseas and is entitled to, and elects, transportation to an area outside of the continental United States (OCONUS); member may request separation prior to arrival in continental United States.

NOTE: Refer to [MILPERSMAN 1910-108](#) for early separations to pursue further education,

2. Separation Authority

- a. The CO retains disapproval authority for all active duty separations under this article. Additionally, the CO may approve early separations under subparagraph 1c of this article that do not have any of the disqualifying factors listed in paragraph 7 of this article.
- b. COMNAVPERSCOM may approve active duty:
 - (1) Reduction in authorized strength separations,
 - (2) Conditional release (CR) and ISTs or commissions that meet the requirements of paragraphs 5 and 7 of this article, and
 - (3) CRs and ISTs or commissions that do **not** meet the requirements of this article when the members are requesting to separate within 30 days of their soft expiration of active obligated service (SEAOS).
- c. OPNAV N13 may approve active duty CRs and ISTs or commissions that do **not** meet the requirements of this article when the members are requesting to separate more than 30 days prior to their SEAOS and up to 180 days prior to their EAOS. Any requests for release greater than 180 days prior to a

member's EAOS that do **not** meet the requirements of this article must be approved by CNO N1.

d. PERS-913 is the separation authority for Reserve personnel.

3. **Characterization of Separation.** Using notification procedures per [MILPERSMAN 1910-402](#), the least favorable characterization of service is general. If a Service member is in entry-level status, the description of service may be entry-level separation. This does not apply to inactive Navy reservists.

4. **Criteria for Early Separation Due to Reduction in Authorized Strength.** NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) may approve an AC Service member's voluntary separation request when all of the following criteria are met in addition to the criteria in paragraph 7:

a. The Service member's CO has approved and forwarded an endorsement;

b. The Navy is in an authorized period of end-strength reduction or the member's detailer and enlisted community manager support separating in the best interest of the Navy;

c. Member is within 1 year of his or her EAOS, or as allowed by an authorized early out program; and

d. Member is not serving in a rating, Navy enlisted classification (NEC) code, occupational field, or military occupational specialty in which Bureau of Naval Personnel (BUPERS) Military Community Management Division (BUPERS-31) determines to be critically undermanned.

e. Member does not meet any of the criteria listed in paragraph 7.

5. **Commission in Another Branch of Service or IST for AC Enlisted Member**

a. Commission or IST into another branch of service is a two-part process as follows:

(1) **CR Request.** Service members interested in obtaining a commission or an IST for enlistment into another branch of

Service (as defined by reference (b)) must **first** request a CR, via their CO, using [NAVPERS 1306/7](#) Electronic Personnel Action Request. Upon the CO's positive endorsement, forward [NAVPERS 1306/7](#) to PERS-832 via My Navy Career Center (MNCC) (askmncc@navy.mil). This process ensures that all criteria are met and avoids putting the member into extremis with a last-minute disapproval.

NOTE: Service members must not apply for a commission or IST in another branch of Service without CR approval.

NOTE: Once the CR has been approved by the appropriate entity per paragraph 2 of this article, the CO will note the approval in section 2 (blocks 5 and 6) of the [DD 368](#) Request for Conditional Release and the member may apply for the Commissioning Program or Service-specific IST designated on his or her [NAVPERS 1306/7](#).

NOTE: To maintain integrity of recordkeeping, and due to unique requirements for certain programs or Military Services, an approved CR is only valid for the specific commissioning program or Military Service that was requested. If the member plans to apply for multiple programs or Military Services, the member must submit a separate CR request for each one.

NOTE: If the member reenlists, receives orders, or transfers to another command after receiving an approved CR, the CR becomes void.

(2) Early Separation Request for the Specific Date.

After applying, screening, and upon official notification of selection for enlistment, appointment, or commission in another branch of the Military Services, Service members must request separation for a specific date from PERS-832, via their CO, using [NAVPERS 1306/7](#). With exception of the U.S. Coast Guard (USCG) Officer Candidate School (OCS) candidates, the separation date must be the day prior to their commissioning or enlistment in the other Service branch. USCG OCS candidates are required to separate from the Navy normally 7 to 10 days prior to their EAOS to support lengthy onboarding process prior to USCG OCS class convene date. For all early separation requests, include a copy of the acceptance or appointment letter and reporting requirement from the program. Submit documentation via MNCC (askmncc@navy.mil). This process ensures the members do not experience a break in service, pay, and benefits.

b. Generally, the following cases will not be approved for commissioning or IST into another branch or service:

(1) Members who incurred additional obligated service (OBLISERV) or completed any other NEC-producing schools with OBLISERV,

(2) Members serving in ratings, NEC codes, occupational fields, or military occupational specialties that BUPERS-31 determines to be critically undermanned; or

(3) Members who request release from active duty prior to their EAOS without significant justification (e.g., approaching the age limit for a specific commissioning program, or to prevent a break in service due to limited program start dates).

c. Unearned selective reenlistment bonus may be recouped if released for IST or commissioning under this article. Debt can be repaid in full up front or member signs appropriate documentation acknowledging debt to be repaid on a payment plan to the Defense Finance and Accounting Service.

NOTE: These criteria and procedures do not apply to commissioning programs within the Navy AC. If the member is remaining in the AC, refer to the specific Navy Commissioning Program's directive for guidance. Generally, the enlisted community manager will approve the CR if the member will remain in the Navy. If the member will transfer to the Individual Ready Reserve as part of a candidacy program, he or she must follow the above procedures for CR and early separation requests.

6. Selected Reserve Personnel

a. Reserve members may request a CR from the Navy Reserve via DD 368. All DD 368s must be submitted via the Navy Reserve activity CO to PERS-913 for final determination. Requests from members who fall into the following categories will be adjudicated per reference (c):

(1) Members who have been accepted for enlistment in a Reserve Component (RC) of another branch of the Military Services for the purpose of enrolling in officer training programs;

(2) Members desiring a transfer to enroll in an officer candidate program, including college-level Reserve Officer Training Corps, and who are accepted by the prospective gaining component,

(3) Members who have not received an enlistment or reenlistment bonus for current term of enlistment;

(4) Members who have been accepted for an appointment to commissioned status in the Active or RC of any branch of the Military Services,

(5) Members who have been accepted for enlistment in the AC of any branch of the Military Services, or

(6) Members who have been accepted for enlistment into the AC of the Navy.

b. DD-368 requests from new accession training personnel with fewer than 24 months of mandatory service as drilling reservists will not be approved.

c. Once a DD-368 is approved, an IST will be accomplished by discharge from the Navy Reserve for immediate enlistment or appointment to the gaining component. Do not interrupt the continuity of the reservist's total military service. Members will be credited with the total amount of service accrued as of the effective date of discharge. A separation, for the purpose of IST, will not constitute release from, or fulfillment of, military service obligation established by reference (d), section 651. Additional service performance after the discharge will be counted toward fulfillment of obligation. **The gaining RC will furnish a copy of the DD 4 Enlistment/Reenlistment Document - Armed Forces of the United States (page 1) or appointment order to losing unit or activity within 15 days to permit timely discharge action.** The losing command must ensure proper Navy Standard Integrated Personnel System (NSIPS) loss entries are entered without delay.

7. **Members Not Eligible for Voluntary Early Separation.**

Disqualifying factors are as follows:

- a. Members with OBLISERV required for schooling, training, billet-based advancement, or command advancement to position.
- b. Members whose commands require contact reliefs and the COs are unwilling to accept gaps in the billets,
- c. Members whose early separation will affect the command's ability to accomplish its mission, or

NOTE: In deciding whether to endorse an early separation request, the CO must account for the member's entire planned time away from the command, including CO-approved terminal leave.

- d. Members who have **outstanding** OBLISERV dates due to transferability of Post 9/11 Government Issue (GI) Bill benefits:
 - (1) Members whose dependents have not already used Post 9/11 GI Bill benefits, may revoke transferability of benefits and resubmit their request for separation with proof of revocation.
 - (2) Members whose dependents have already used Post 9/11 GI Bill benefits transferred from them are not eligible for voluntary separation.

Note: Service members who have transferred their Post 9/11 GI Bill benefits and who have satisfied OBLISERV requirements are exempt from this restriction and may submit requests for voluntary separation under this article.

- e. Members who have an outstanding OBLISERV due to accepting mid-career continuation pay under the Blended Retirement System.