

MILPERSMAN 1910-108

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - EARLY RELEASE TO FURTHER EDUCATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center	Phone: Toll Free E-mail: askmncc@navy.mil MyNavy Portal: https://my.navy.mil/	1-833-330-MNCC (6622)	

References	(a) DoD Instruction 1332.14 of 12 April 2019
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1. Separation Authority (SA)

a. Per reference (a) and [MILPERSMAN 1910-704](#), commanding officers (COs) with special courts-martial convening authority, or higher, serve as the SA for education separation requests that are within 90 days of a Service member's soft expiration of active obligated service (OBLISERV).

b. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as the SA for all education separation requests that are for more than 90 days.

c. COs retain disapproval authority. If a member wishes to cancel an approved early separation request, a new [NAVPERS 1306/7](#) Electronic Personnel Action Request must be submitted, via his or her chain of command, to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-832). COMNAVPERSCOM is the final cancellation authority in all cases.

2. Characterization of Separation. The characterization of separation will be honorable (HON).

3. Command-Level Separation. Members may request separation to attend an institution of higher education (e.g., college, university, or vocational or technical school). Performance of duty must meet HON conditions and be of such that the member is

deserving of consideration for early separation. If separation is done locally, COs should be willing to accept a billet gap.

4. **Navy Personnel Command (NAVPERSCOM) Separation.** Service members must submit their separation requests, in writing, using [NAVPERS 1306/7](#) via their chain of command. The CO's favorable endorsement must justify the request for early separation, as well as acceptance of a gapped billet. Requests will be denied if the CO is not willing to accept a gap.

5. **College or University**

a. Submit the following documentation with the application to attend an institution of higher education (college or university):

Documentation showing acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction leading to an associate or baccalaureate, or higher, degree.

b. COs are responsible for verifying the school is listed in the education directory for post-secondary education, which is published yearly by the National Center for Education Statistics, Department of Education (the directory is located at local educational services office (ESO)).

6. **Vocational or Technical School**

a. Submit the following documentation with the application to attend a vocational or technical school:

Documentation showing acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction of not less than 3 months duration.

b. COs are responsible for verifying the school is approved by the cognizant State Board for Vocational Education or the school is accredited by a nationally-recognized accrediting agency or association listed by the U.S. Commissioner of Education (listing is located at local ESO).

7. **Applicant Requirements for Education.** Applicants must:

a. Demonstrate, via a financial counseling worksheet, their ability and willingness to pay any required entrance fee(s), and

b. Submit justification that the specific school term is the most opportune time, academically, to begin or resume applicants' education, and that delay of enrollment until normal end of OBLISERV could cause an undue hardship or failure to meet requirements for course completion and graduation.

8. **Who is Not Eligible.** Service members:

- a. whose services are essential to their commands' mission,
- b. who are ordered to active duty (ACDU) due to unsatisfactory participation in a Selected Reserve unit,
- c. who are aliens seeking to qualify for citizenship by completion of 3 years of ACDU service, unless they are to be transferred to inactive duty in a Reserve Component,
- d. who are currently pending disciplinary action or administrative separation, and
- e. who have **outstanding** (OBLISERV) dates due to transferability of Post 9/11 GI Bill benefits.

(1) Service members, whose dependents have not already used Post 9/11 Bill benefits, may revoke transferability of benefits and resubmit their requests for separation with proof of revocation, and

(2) Service 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 Post 9/11 GI Bill benefits and have satisfied OBLISERV requirements are exempt from this restriction and may submit requests for voluntary separation under this article.