

MILPERSMAN 1910-304

DESCRIPTION OF CHARACTERIZATION OF SERVICE

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References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) SECNAVINST 5510.30C
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1. **Types of Characterization.** Reference (a), [MILPERSMAN 1910-302](#), and the table below will be used to determine a member's characterization of service upon separation, with the exception of entry-level separation and uncharacterized separations which will be governed by [MILPERSMAN 1910-308](#).

NOTE: For determining characterization of service for members separating at expiration of active obligated service (EAOS) refer to [MILPERSMAN 1910-104](#).

Assign	When
Honorable (HON)	the quality of the member's service generally met the standards of acceptable conduct and performance of duty for naval personnel, or is otherwise so meritorious that any other characterization of service would be clearly inappropriate.
General (under honorable conditions) (GEN)	the quality of the member's service has been honest and faithful; and the positive aspects of the member's conduct or performance of duty outweigh the negative aspects of his or her conduct or performance of duty as documented in his or her service record. In the absence of a specific finding from an administrative board, a characterization of service as GEN may be awarded based on a review of a member's overall service record.

Assign	When
Under other than honorable conditions (OTH)	<p>When the reason for separation is based on one or more acts or omissions that constitute a significant departure from the conduct expected of members of the naval service. Examples of factors that may be considered include the use of force or violence to produce serious bodily injury or death, abuse of special position of trust, disregard by a superior of customary superior-subordinate relationships, acts or omissions that endanger the security of the United States or the health and welfare of other members of the Military Services, and deliberate acts or omissions that seriously endanger the health and safety of other persons.</p> <p>OTH can be awarded only if administrative board procedures were used, regardless of whether the board was held; when a member requests an OTH in lieu of trial by court-martial per MILPERSMAN 1910-106; or when a member requests transfer to the Fleet Reserve in lieu of administrative processing per MILPERSMAN 1910-166. The OTH must be approved by the Secretary of the Navy; Chief of Naval Personnel; Commander, Navy Personnel Command; or a general court-martial convening authority per MILPERSMAN 1910-704.</p> <p>In cases when members had held a clearance prior to any separation, contact the servicing Special Security Office or security manager to ensure all reporting requirements and or incident reports have been entered into the Defense Intelligence System for Security for adjudication, as appropriate, per reference (b).</p>