

MILPERSMAN 1910-802

PRESEPARATION INTERVIEW OF ENLISTED PERSONNEL

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References	(a) OPNAVINST 1160.5C (b) 10 U.S.C. 651
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1. **Policy**. Prior to separation, all enlisted personnel shall be interviewed and informed as to whether or not they are recommended for reenlistment, and afforded an opportunity to express their desires regarding reenlistment intentions. In the case of members who are transferred for separation, compliance with this article is the direct responsibility of the last permanent duty station - not the activity to which member was transferred. The reenlistment recommendation of the former commanding officer (CO) is the guide for effecting a separation.

2. **What to Do**

a. When member **is not** recommended for reenlistment, advise in writing using NAVPERS 1070/613 (10/81), Administrative Remarks the reason for non-recommendation. Reference (a) provides additional guidance.

b. When member **is** recommended for reenlistment,

(1) advise member of the Navy career advantages (i.e., training, promotions, pay and allowances, retirement benefits, etc.);

(2) brief the various deadlines for reenlistment bonus eligibility;

(3) if eligible, provide the opportunity to reenlist in the Naval Reserve for inactive duty. Provide the address and telephone number of Navy Reserve recruiter nearest to member's home of record; and

(4) where there is no intent to immediately reenlist, advise the member that future reenlistments may require Navy

Personnel Command (NAVPERSCOM) approval and application via a Navy recruiter.

c. **In all cases**, prepare a NAVPERS 1070/613 entry, reflecting at a minimum, interview date, member's reenlistment intentions, and CO's recommendation regarding retention. Provide rationale for non-recommendations. Include DD 2648 (Rev. 11/99), Pre-Separation Counseling Checklist.

d. Per reference (b), instruct members on their obligation regarding service requirements. Advise 8-year military service obligators with reserve affiliation requirements, and after active duty release, Chief of Navy Reserve will notify them of their nearest Navy Reserve training activity and direct them to report for interviews were required.