

## MILPERSMAN 1910-806

### ACKNOWLEDGMENT OF SERVICE UPON SEPARATION

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#### 1. Policy

a. Commanding officers (COs) (or executive officers (XOs)) will personally convey to members detaching from their permanent duty station, expressions of appreciation for service on behalf of the President of the United States, Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and Chief of Naval Operations (CNO). If undue delay/inconvenience to the separating member would be caused by CO/XO absence, another officer should render this honor.

b. Prior to detachment, commands are encouraged to present a personalized letter, summarizing the member's naval duties and expressing the Navy's appreciation for honorable and faithful service.

c. Accord members transferring to the Fleet Reserve or Retired List special recognition for their long and faithful service in a pre-separation ceremony with an appropriate letter and certificate described in MILPERSMAN 1800-010. A formal letter of appreciation citing member's duty stations, assignments and awards will be delivered to those transferring to the Fleet Reserve or Retired List.

d. Formal ceremonies are encouraged, but the decision rests with the separating member.

2. Exceptions. Discretion shall be exercised in determining to whom letters shall be delivered. Members who are being separated for reasons of poor performance shall not be given letters of appreciation; under no circumstances shall members being separated Under Other Than Honorable conditions or as a result of the execution of a punitive discharge awarded by

court-martial, be given a letter of appreciation under this article for their service.