

MILPERSMAN 1910-810

ISSUANCE OF CERTIFICATES, BUTTONS, AND PINS UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
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References	(a) Uniform Code of Military Justice (UCMJ), Article 137 (b) 10 U.S.C. 651
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1. Policy

a. Certificates of discharge, Honorable discharge buttons and pins, Navy Reserve membership buttons and pins, and appropriate identification cards (as applicable) will be delivered upon separation to all personnel entitled thereto, by the commanding officer (CO) or designated representative.

b. All certificates, buttons, and pins shall be safeguarded against access by unauthorized persons and against loss or misuse.

c. If a unit is placed out of commission, excess certificates, buttons, and pins will be transferred to the command's Immediate Superior in Command (ISIC) or returned to the place of issuance.

2. Require Explanations. Reference (a) shall be complied with for each enlistment, extension of enlistment (voluntary or involuntary), reenlistment, and entrance on active duty or within 6 days thereafter, and upon completion of 6 months of active duty. Personnel shall be advised of the various types of discharges (and certificates) and the basis for issuance and the possible effects of such discharge relative to reenlistment, civilian employment, veteran's benefits and related matters. Failure on the part of the member to receive or to understand

such explanation is not considered a defense in an administrative discharge proceeding or a bar.

3. **Honorable Discharge Buttons.** The Honorable discharge button or pin (pin for women) (regular Navy or Navy Reserve design) is awarded to enlisted personnel who are entitled to a [DD 256N](#) (5-50), Honorable Discharge Certificate. Personnel who completed an enlistment in the regular Navy as part of their obligations under reference (b) and who were transferred to the Navy Reserve to fulfill the terms of their obligation, shall receive (if otherwise qualified) the Honorable discharge button or pin. It may be worn on civilian clothes only by eligible personnel, active or separated. Any entry will be made noting the award on [NAVPERS 1070/613](#) (10/81), Administrative Remarks.

4. **Naval Reserve Membership Buttons or Pins.** Buttons (pins for women) indicating membership in the Navy Reserve may be issued by separating commands and enlisting activities, to members of the Navy Reserve on inactive duty. These buttons/pins will not be given to members of the Navy Reserve Officer Training Corps (NROTC) or to members already in possession of such button/pin. They may be worn with civilian clothing only.

5. **Discharge Certificates.** Entries on [DD 256N](#) will be in ink or typewritten, with the rate, full name, and branch of service entered after the words "This is to certify that...". In the case of reserve personnel, type "U.S. Navy Reserve" following the member's name. Duplicate certificates are not to be issued. Upon request to Navy Personnel Command (NAVPERSCOM), Records Support Branch (PERS-312D1), a certificate in lieu of a lost or destroyed certificate may be issued.