

MILPERSMAN 1910-812

PLACE OF SEPARATION

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References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members
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1. Policy

a. **Inside continental United States (CONUS):** Members eligible for separation while serving in the 48 contiguous United States (U.S.) will normally be separated on board their current command.

b. **Outside continental United States (OCONUS):** Members eligible for separation while serving on a permanent station OCONUS, except Hawaii, unless immediately reenlisted on board, shall be transferred to the appropriate separation activity listed in this article, nearest to the port of debarkation in CONUS. Members should have their separation physical completed prior to transfer.

c. **Hawaii:** Members eligible for separation while serving in Hawaii shall be separated at their duty station; otherwise, such members shall be transferred to Naval Station, Pearl Harbor for separation. Members being transferred to the Fleet Reserve or Retired List shall be transferred to the appropriate separation activity listed in this article nearest to the port of debarkation in CONUS, unless they desire separation in Hawaii.

NOTE: Prior to effecting transfer to a separation activity, ensure members have their complete service record, a completed separation physical, and all separation processing documents.

2. Exceptions to the Policy

a. Under special circumstances, type commanders may exempt ships or other mobile units from separating members on board.

b. Members eligible for separation may be transferred to a separation activity not listed in this article, provided the gaining activity has no objections to receiving personnel for separation processing, and the gaining command's Personnel Support Activity Detachment (PERSUPP DET) has separation capability.

c. Members eligible to be separated or discharged while deployed from their homeport or permanent duty station (PDS), may be authorized travel via their homeport or PDS when it is determined that it is necessary for the member to travel via homeport or PDS to arrange shipment of household goods (HHG), pick-up personal possessions, or to arrange for movement of dependent(s) (hereafter referred to as family member(s)) and/or settle personal affairs.

d. At the member's request and with the approval of their commanding officer (CO), members eligible to be separated or discharged under honorable conditions, while serving at an overseas shore station, including Alaska, ships homeported overseas, or on board a ship with separation capabilities while in port OCONUS in other than belligerent countries, may be separated at their duty station subject to the following conditions:

(1) Member's record does not reflect performance of duty which would bring discredit upon the U.S.;

(2) Member has made application for a passport and visa for the area in which member will reside or travel at a time substantially prior to the normal date of separation, which will be accompanied by a statement from the CO relative to the date the member will be eligible for separation (under honorable conditions);

(3) Member's request to the CO contains a statement that application has been made for a passport, that such passport will be granted upon separation, and that permission to remain in the foreign area has been, or will be, obtained; and

(4) Enlisted members will have an entry to this effect made on a [NAVPERS 1070/613](#) (10/81), Administrative Remarks, of the service record; or

(5) Officers will have their orders modified as follows:

"Your separation at (duty station) is as per your request. Active duty pay and allowances are authorized until actual separation; however, any travel necessary for physical examination or other procedures incident to your separation processing will be at your expense and you will not be entitled to per diem while on temporary duty in connection with separation processing. Your attention is directed to NAVSO P-6034, chapter 5, section U5125 for time limitations on entitlements for transoceanic travel."

3. **CONUS Rules Associated with Policy**. Members may request separation at an activity other than those listed in this article provided the request appears to be reasonably justified, is approved by the CO, transfer is authorized at no additional expense to the government than would be incurred if the member were separated at the separation activity nearest member's duty station, transfer is not effected earlier than 7 working days plus travel time prior to the date directed in an officer's basic orders or the date an enlisted member is eligible for separation, if member is authorized separation or retirement leave an appropriate [NAVPERS 1070/613](#) entry is made, and the following statement is signed by the member and included in the endorsement on officers orders or under supplemental instructions on enlisted orders:

"(date): At your request you have been authorized to report to (activity and location) instead of (activity and location), your normal separation activity, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for additional mileage or expenses in connection with such transfer. Your entitlement to mileage allowance upon separation will be computed not to exceed that allowed for travel from your old duty station (to which you would have normally been transferred for separation) to your home of record, place from which ordered to active duty, or home of selection (if applicable). If you do not desire to bear this expense, this authorization is canceled and you will carry out your basic orders."

SIGNATURE OF MEMBER

WITNESSED: _____

4. OCONUS/Hawaii Rules, Associated with Policy

a. Naval aviators should be separated, when feasible, at the nearest naval aeronautical activity, provided no additional expense is involved.

b. Government transportation shall be directed when available.

c. Members separated in Hawaii may not receive a cash advance instead of government transportation or government procured transportation for the transoceanic travel to CONUS.

d. Transoceanic travel from Hawaii must be performed using government transportation within 180 days of separation or the member loses entitlement to transportation or reimbursement.

e. Members may request separation at one of the other separation activities listed in this article, instead of the separation activity nearest the port of debarkation or the permanent station of members required to be separated in Hawaii. Such authorization will be indicated by supplemental instructions and enlisted orders, or be an endorsement to modify officer separation orders. Entry must contain one of the following statements (whichever is applicable):

(1) "At your request, you are authorized to report to (activity and location) instead of the separation activity nearest the port of debarkation, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses in excess of that allowed for travel to the separation activity nearest the port of debarkation to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders."

(2) "At your request you are authorized to report to (activity and location) instead of being separated at your duty station in Hawaii, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses, nor to proceed or travel time in connection therewith. Your entitlement to mileage allowance upon separation shall be computed not to exceed that allowed for travel from your old duty station to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders."

f. One copy of an officer's orders bearing either of the above endorsements shall be promptly forwarded to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

g. Members who desire to be separated at a naval activity in CONUS other than one of the major naval activities listed in this article shall submit a request, with reason, to that activity for consideration. Commands are encouraged to accommodate such requests when separation facilities are available. When the activity has no objection, the member shall be authorized by endorsement on officer orders or under supplemental instructions on enlisted orders to report to that activity for separation processing using the applicable authorization statement above.

h. Members authorized travel via their homeport or PDS shall have supplemental instructions, or an endorsement to orders in case of officers, with one of the following statements signed by the CO (or by direction):

(1) "Travel authorized from (location from which member is to commence travel) to (ultimate activity transferred for separation processing nearest to member's homeport or permanent duty station) via (location of homeport or permanent duty station to which travel is authorized as outlined above) per NAVSO P-6034, chapter 5, section U5120."; or

(2) "Travel authorized from (location from which member is to commence travel) to (member's homeport or permanent duty station) from separation processing. Member's homeport or permanent duty station is the appropriate activity for separation processing per NAVSO P-6034, chapter 5, section U5120."

i. An enlisted member being separated by reason of pregnancy may be separated under the foregoing conditions provided the member, or the member's spouse, has an established residence in the area of the duty station.

j. Members on temporary additional duty (TAD), deployed OCONUS, with a PDS inside CONUS, must return to their PDS in CONUS, on the return portion of member's TAD orders.

NOTE: Additional travel time is computed by subtracting allowed travel time from actual travel time used. Additional travel time will be charged as leave. If leave charged to cover additional travel time will result in excess leave, normal checkage procedures will be followed. If otherwise entitled, travel time from the place of separation of a member's choice in CONUS, to his or her home of record, will be determined based on such travel time authorized by common carrier or privately owned vehicle (whichever member certifies intention to use), and computed from the place of separation nearest the port of debarkation in CONUS to the home of record.

5. **CONUS Separation Activities.** The following are naval activities in CONUS to which members may be transferred as provided above, for separation processing:

Separation Activity	Location
Transient Personnel Unit	San Diego, CA
Transient Personnel Unit	Puget Sound, Bangor, WA
Transient Personnel Unit	Norfolk, VA
Transient Personnel Unit	Great Lakes, IL
Naval Air Station	Brunswick, ME
Naval Air Station	Pensacola, FL
Naval Air Station	Jacksonville, FL
Naval Air Station	Lemoore, CA
Naval Station	Anacostia, Washington, DC
Naval Base Ventura County	Port Hueneme, CA
Construction Battalion Center	Gulfport, MS

6. **OCONUS Separation Activities**

a. Members eligible for separation under honorable conditions, whose home of record or place from which ordered to active duty is one of the following may, at their request, elect transfer to the commands listed below for temporary duty pending separation.

Location	Separation Activity
Guam	Naval Station, Guam, MI
Hawaii	Naval Station, Pearl Harbor, HI
Puerto Rico	Naval Station, Roosevelt Roads, PR

b. Such election will be executed on a NAVPERS 1070/613 of the enlisted service record, or for officers a letter approved by the CO and filed in the officer's service record. Members transferred to the Fleet Reserve who elected transfer to their home of record or place from which ordered to active duty per above, shall be advised that once a home is selected and travel or transportation to such home provided, such election is irrevocable and further entitlement to select a home for travel purposes after transfer to the Fleet Reserve does not exist.

c. Member eligible to be separated under honorable conditions whose home of record is located in Panama shall be separated under normal procedures prescribed above. Entry into Panama requires the consent and permission of the Government of Panama.

7. **Citizens of the Republic of the Philippines**

a. Enlisted personnel who are citizens of the Republic of the Philippines, whose home of record or place from which called to active duty is in the Philippines, and whose separation is authorized or directed, will be separated under the provisions contained in this article. Transfer to the Philippines for separation processing is not authorized.

b. Filipinos who have become naturalized citizens of the U.S. and elect to return to the Philippines upon separation, transfer to the Fleet Reserve, or retirement will be advised that a U.S. passport and an entrance visa are required for both permanent and temporary admission into the Philippines.

c. Filipinos who are not naturalized citizens, but remain Philippines citizens, shall have in their possession a valid

passport from the Republic of the Philippines. Passports must be obtained at personal expense. The separating command will notify, via letter, the Immigration and Naturalization Service (INS) serving the area where member is being separated of the pending separation action, with the following information:

(1) name and social security number (SSN) of the member being separated;

(2) name of member's family member(s) (if applicable);

(3) member's nationality;

(4) status in the U.S.: "Recruited in the Philippines pursuant to 1947 Military Bases Agreement, as amended;"

(5) date military status will terminate (date of actual discharge);

(6) Philippine passport number;

(7) address where presently located as well as located after separation; and

(8) travel information (if known).

8. Members Separated under Other Than Honorable Conditions

a. No member will be separated OCONUS (including Hawaii) with an Other Than Honorable (OTH) Discharge without the specific written approval of NAVPERSCOM, Enlisted Performance and Separations Section (PERS-832).

Exception: Members of the insular force who are governed by separate instructions to the commands concerned and members with a home of record in Hawaii, Guam, or the Philippines whose discharge may be effected as authorized in this manual.

b. Members discharged under OTH conditions, attached to ships or overseas commands, will be transferred to a CONUS separation activity listed in this article. Members in this category who are stationed in the central or western Pacific area and whose home of record is Hawaii or Guam should be discharged at Naval Station, Pearl Harbor, Hawaii, or Naval Station, Guam, MI as applicable. The member is entitled to transportation in kind and subsistence from the place of

separation to the member's home of record and may elect such transportation to a place other than their home of record under certain conditions (reference (a) refers).

c. Members requesting transportation to Panama must be informed that the Government of Panama may exclude members who have committed a felony or other offenses involving moral turpitude, persons of notoriously bad character, and those likely to become public charges.

d. Enlisted members may be separated while in the custody of U.S. civil authorities when specifically authorized by the separation authority. Such members shall be paid monies due per pay directives. Such separation shall be effected in absentia. Discharge certificates and other separation forms shall be sent via registered mail to the civil place of confinement under a letter of transmittal explaining the fact of discharge and requesting the forms enclosed be delivered to the person concerned. Entries in the service record, and discharge papers, normally signed by the member, will be labeled "Discharged in Absentia."

9. **Maximizing Efficiency and Economy**

a. Personnel transferred to another activity for separation processing shall be transferred no earlier than 7 working days, plus travel time, prior to actual date of separation.

b. Separations should be expedited once commenced to minimize on per diem payments and to stay within the 7-day window where possible.

c. Personnel authorized retirement or separation leave are prohibited from reporting to any activity for the purpose of terminating the leave status and remaining on board until the date of retirement/Fleet Reserve.