

## MILPERSMAN 1910-812

### PLACE OF SEPARATION

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<b>References</b>	(a) NAVSO P-6034, Joint Federal Travel Regulations (JTR) (b) BUPERSINST 1900.8E
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#### 1. Policy

a. **Inside the 48 Contiguous United States (CONUS)**. Active duty and Reserve members eligible for separation while serving in CONUS will normally be separated on board their current command, unless there are extenuating circumstances which do not permit this, i.e., Skillbridge, no medical facility near parent command, legal separation, or medical issue preventing an on-time separation or retirement.

b. **Outside Contiguous United States (OCONUS)**. Active duty and Reserve members eligible for separation under honorable conditions while serving on a permanent station OCONUS or deployed ship homeported in CONUS, except Hawaii, unless immediately reenlisted on board, may travel directly to leave address, home of selection (HOS), home of record (HOR), or place from which called or ordered to active duty (PLEAD) if and when all separation requirements are completed prior to departure. If requirements for separation are not complete, members will be transferred to the separation activity nearest the port of debarkation to complete separation requirements, unless approved to an alternate separation activity per paragraph 4 of this article.

c. **Hawaii**. Members eligible for separation while serving in Hawaii will be separated at their duty station unless

requirements are not complete as described in subparagraph 1b. Exceptions apply, per paragraph 5.

d. **Timeline**. If a Service member is transferring to another activity for separation, complete the separation within 10 calendar days of transfer, unless the Commanding Officer (CO) determines special circumstances exist and the member should be discharged at a later date. Do not transfer personnel to another activity for separation solely to await their end of active obligation of Service (EAOS).

**NOTE 1. Prior to effecting transfer to a separation activity, ensure members have a completed separation physical and all separation processing documents.**

**NOTE 2. Members whose HOR/PLEAD is Guam or Hawaii may elect transfer to the commands listed in paragraph 6 for temporary duty pending separation.**

**NOTE 3. Type commanders may exempt ships or other mobile units from separating members onboard. See paragraph 3.**

**NOTE 4. For Skillbridge, all separation processes must be complete before the start of Skillbridge. Service member will be retained by their current command until normally separated unless otherwise transferred to complete Skillbridge.**

2. **Complete, Actionable Separation Package**. Packages must be submitted per [MILPERSMAN 1900-015](#).

3. **Exceptions to the Policy**

a. 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, pick-up personal possessions, or to arrange for movement of dependent(s) (hereafter referred to as family member(s)) and or settle personal affairs.

b. At members request and with approval of their 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 has submitted an 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).

(2) 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.

(3) Enlisted members will have an entry to this effect made on a [NAVPERS 1070/613](#) Administrative Remarks of the service record.

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

"Your separation at (duty station) is 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."

#### 4. CONUS Rules

a. Members may request separation at a CONUS activity, not their PDS, provided the request appears to be reasonably justified and is approved by the CO. Transfer is authorized at no additional expense to the government than would be incurred for travel to the Service member's HOR, PLEAD, or HOS. When considering these types of requests, COs should consider differences in entitlements and duration of temporary duty (e.g, basic allowance for housing increase for a significant timeframe). 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 officer's 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: \_\_\_\_\_

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

5. **OCONUS and Hawaii Rules**

a. Government transportation will be directed when available.

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

c. Members may request separation at a CONUS separation activity. Such authorization will be indicated by supplemental instructions on 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), 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 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 will 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."

d. One copy of an endorsement bearing above endorsements will be promptly forwarded to Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4).

e. Members who desire to be separated at a naval activity in CONUS must submit a request, with reason, to that activity for consideration. Commands are encouraged to accommodate such requests when separation facilities are available. When considering these types of requests, COs should consider differences in entitlements and duration of temporary duty (e.g. basic allowance for housing increase for a significant timeframe). When the activity has no objection, the member will 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.

f. Members on temporary additional duty (TAD) or deployed OCONUS must return to their homeport or PDS (OCONUS or CONUS) to commence separation processing. If members request separation

from a location other than homeport or PDS, member will be authorized return travel via their homeport or PDS and will 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) via (location of homeport or permanent duty station to which travel is authorized as outlined above) per NAVSO P-6034, chapter 5, section U5120."

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

6. **OCONUS Separation Activities for Under Honorable Conditions**

a. Members eligible for separation under honorable conditions, whose HOR and or PLEAD is one of the following may, at their request, elect transfer to the commands listed below for temporary duty pending separation.

<b>Location</b>	<b>Separation Activity</b>
Guam	Naval Station, Guam, Mariana Islands (MI)
Hawaii	Naval Station, Pearl Harbor, HI

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 HOR or PLEAD per above, must 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.

**7. Members Separated under Other Than Honorable (OTH) Conditions**

a. No member will be separated OCONUS with an OTH discharge without the specific written approval of NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832), except when stationed in the central or western Pacific area and whose HOR and or PLEAD is Hawaii or Guam per subparagraph 7b.

**Exception.** Members of the insular force who are governed by separate instructions to the commands concerned and members with an HOR in Hawaii or Guam whose discharge may be effected as authorized in this manual.

b. Members discharged under OTH conditions, attached to deployed ships or overseas commands, will be transferred to the CONUS separation activity listed below that is nearest to the port of debarkation in CONUS. Members in this category who are stationed in the central or western Pacific area and whose HOR and or PLEAD is Hawaii or Guam should be discharged at Naval Station, Pearl Harbor, HI, or Naval Station, Guam, MI as applicable. Members are entitled to transportation in kind and subsistence from the place of separation to their HOR and may elect such transportation to a place other than their HOR under certain conditions per reference (a).

c. The following are naval activities in CONUS to which members separating for OTH conditions from deployed ships or OCONUS may be transferred for separation processing:

<b>Separation Activity</b>	<b>Location</b>
Transient Personnel Unit	San Diego, CA
Transient Personnel Unit	Puget Sound, Bangor, WA
Transient Personnel Unit	Norfolk, VA
Transient Personnel Unit	Jacksonville, FL

d. Members requesting transportation to other countries must be informed that the Government 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.

e. Enlisted members may be separated while in the custody of U.S. civil authorities when specifically authorized by the separation authority. Such members will be paid monies due per

pay directives. Such separation will be effected in absentia. Discharge certificates and other separation forms will 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."

<b>If member is being OTH separated or retired</b>	<b>Then (see remarks below)</b>
CONUS (48 contiguous U.S.)	Members will be separated on board their current command.
OCONUS or deployed ships	Members will be transferred to the nearest separation activity listed in subparagraph 7c to the point of debarkation in CONUS. See remarks.

Remarks:

1. Specific written approval from PERS-832 must be obtained to separate OCONUS per subparagraph 7a.
2. Except for members stationed in central or western Pacific and HOR and or PLEAD is HI or Guam per subparagraph 7b.