

MILPERSMAN 1920-010

TRANSFER OF AN OFFICER FOR ADMINISTRATIVE SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The general provisions of MILPERSMAN 1611-010 are applicable to all officer cases involving performance or misconduct. Performance or misconduct issues may arise requiring transfer of an officer while awaiting administrative separation processing. Commanding officers, or commanders, must promptly notify Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834), by e-mail, of the circumstances and provide the recommended course of action with justification regarding detachment.

b. If temporary additional duty (TAD) orders are not practical, the commanding officer or commander must request NAVPERSCOM, Career Management Department (PERS-4) to issue temporary duty or permanent change of station orders (as appropriate).

2. **Exception**. Officers who have already been disciplined and for whom judicial or nonjudicial action is complete are not considered to be in a disciplinary status when transferred awaiting separation processing. If TAD orders are issued, the activity issuing TAD orders will bear all costs associated with the officer's TAD assignment.

3. **Submission**. Follow personally identifiable information guidelines published on Navy Personnel Command Web site under NAVPERSCOM (Pers-834) organization code at:
<http://www.public.navy.mil/bupers-npc/career/personnelconductandseparations/Pages/OfficerPerformanceSeparations.aspx>.