



# Enlisted Distribution Division

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## **PERS-4015**

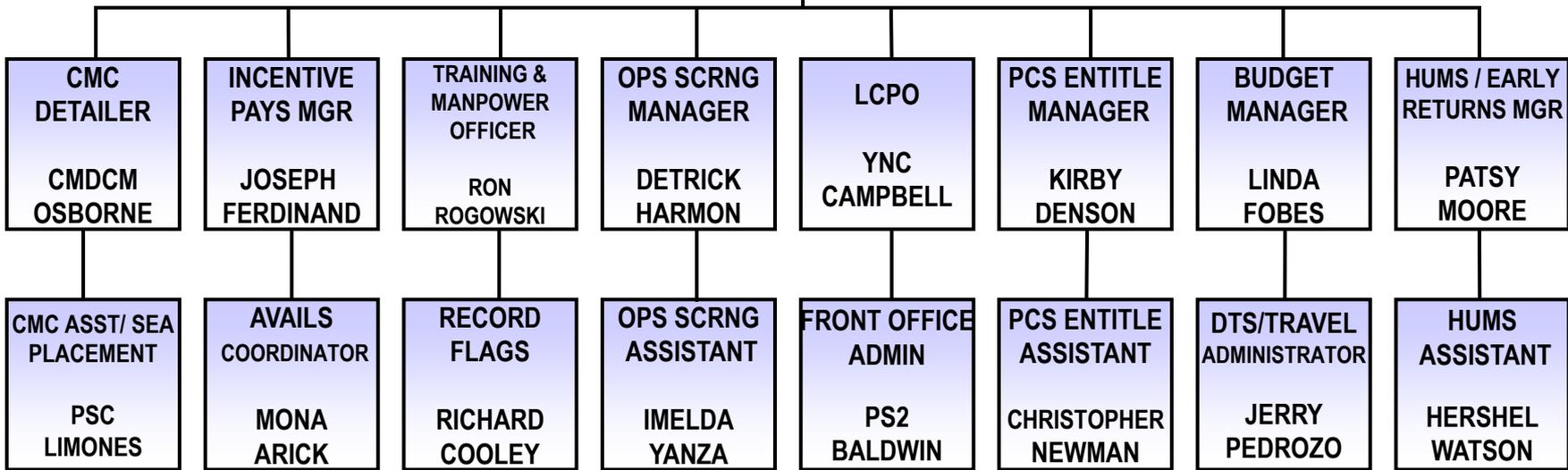
### **SPECIAL ASSISTANCE BRANCH**



# PERS-4015 SPECIAL ASSISTANCE BRANCH

**PERS-40BB**  
SPEC ASST BRANCH HEAD  
**BARRY STOWELL**

**ADMIN**  
OFFICER/ASST  
BRANCH HEAD  
**CWO2 BROWN**





## ***Special Assistance Branch (PERS-4015)***

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- What we do:
- Humanitarian Reassignments
- Early Returns from Overseas
- Enlisted PCS Budget
- Incentive Pays (AIP/SDIP)
- Enlisted PCS Entitlements
- Enlisted Availabilities
- Enlisted Safety Moves / Expedited Transfers
- Operational Screening Unsuitabilities
- Record Flags



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# HUMANITARIAN REASSIGNMENTS

PERS 40HH

MILL\_PERS-40HUMS@NAVY.MIL

10/27/2016



## POINTS OF CONTACT

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- Mrs. Patsy Moore  
patsy.moore@navy.mil  
901-874-3542
- Mr. Hershel Watson  
hershel.l.watson@navy.mil  
901-874-3551
- FAX  
901-874-2647

DSN Prefix: 882



# BASIC CRITERIA

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- Reference: MPM Article 1300-500
- Severe Hardship Exists
- Hardship Occurred or Aggravated by Sailor's Active Duty
- Affects Sailor's Immediate Family



## BASIC CRITERIA (cont.)

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- Reasonable Effort Has Been Made By Member to Alleviate Hardship
- Hardship Involving Illness of Dependent/ EFM Enrollment Required Prior to Submission of Request
- Member's Presence Required for Specific Reasons Other Than Morale or Financial
- Hardship is Resolvable Within Reasonable Period of Time (6-12 months)



# REASSIGNMENT REQUESTS NOT CONSIDERED

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- Financial or Business Reasons
- Settling of Estates
- Indebtedness
- Personal Convenience
- Purpose of Attending to or Assisting Grandparents, (other than loco-parentis) or Others Not Immediate Family



# REASSIGNMENT REQUESTS NOT CONSIDERED (cont.)

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- Purpose of Children in School (exception is made for children requiring spec. ed.)
- Part-time Employment of Member/Employment of Spouse
- Member Bought or Owns Home
- Member's Own Physical or Mental Condition



# COMMON MISCONCEPTIONS

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- Automatic Hardship Discharge
- Command does not have to forward request
- PERS-40 processes Officer Humanitarian Requests
- Humanitarian Reassignment Request processing takes 3-6 months
- Member has unlimited negotiation time after a Humanitarian Reassignment tour



# HARDSHIP REQUESTS

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- FOLLOWING ARE NOT SUFFICIENT TO SHOW A HARDSHIP:
  - Threatened Separation or Threatened Divorce or Normal Anxiety/Depression Due to Military Assignments;
  - Normal Pregnancy, Threatened Miscarriage, Breech Birth, Caesarean Section, or RH Incompatibility



## MEMBER'S RESPONSIBILITY

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- Submit Request for Humanitarian Reassignment IAW MILPERSMAN ARTICLE 1300-500 to the Chain of Command
- Read the Entire Article Prior to Completing Letter
- Ensure all supporting documentation is signed and dated



# COMMAND RESPONSIBILITY

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- Review Request for Accuracy/Validity
- Ensure Member's Request includes:
  - Hardship Discharge Statement
  - Privacy Act Statement
- Ensure Command Endorsement is drafted as shown in Exhibit 2 of MILPERSMAN Article 1300-500
- Forward Request to PERS-40HH for final disposition



# PERS-40HH RESPONSIBILITY

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- Review Package
- Inform Command of any missing key elements and/or package is not Complete
- Make Recommendations, Convene Board
- Forward Recommendations to PERS 40BB/ Director for final decision
- Inform Command via Naval Message



# SUMMARY OF CHANGES

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- Command can scan packages directly to PERS 40HH to expedite. Mill\_pers-40hums@navy.mil
- In-Laws are considered as immediate family
- Needs of the Navy Orders if member does not accept orders within 30 days.
- Copy of PCS orders not required with package
- All approved HUMs are fully funded transfers ACC-104



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MILPERSMAN 1300-306  
EARLY RETURN/REASSIGNMENT DUE TO  
UNSUITABILITY

PERS 40HH(EFM)

10/27/2016



# MILPERSMAN 1300-306

## EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

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- ❑ Early Return/Reassignment Program is to ensure the availability and continuity of care for military dependents currently stationed outside the Continental United States (OCONUS), or within the Continental United States (CONUS), where required medical care, treatment, educational needs, or facilities are not available through military or civilian sources.
- ❑ The program is designed as a means through which members may be returned to CONUS from an OCONUS duty station for unusual circumstances not covered under other existing policies or regulations.



# MILPERSMAN 1300-306

## EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

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- ❑ Procedures
  - ❑ a. Report Submission
    - ❑ (1) All requests for early return/reassignment must be submitted via BOL or Naval Message.
  
- ❑ **Transfer/Assignment Decision.** Navy Personnel Command (NAVPERSCOM), will decide each case on its merits.
  - ❑ a. Requests submitted due to unsuitability/descreening of family member(s) will result in the transfer of member and family member(s) to an assignment for which eligible based upon the Exceptional Family Member (EFM) category assigned.
  
  - ❑ b. Assignment will be per requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to EFM issues do not alter sea/shore rotation. Assignments will normally be made within the same manning control authority (MCA), i.e., West Coast personnel to West Coast billets.
  
  - ❑ c. Orders directing transfer will normally be issued within 21 days. Detachment from current duty station will be directed to take place within 60 days of orders being released, unless a specific detachment date is requested.



# MILPERSMAN 1300-306

## EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

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### **Exceptional Family Member(s)**

- a. Members with EFM(s) will complete forms per MILPERSMAN 1300-700. Enrollment in the EFM program is mandatory per OPNAVINST 1754.2E and must be completed prior to submission of an early return/reassignment request.
- b. Assignment of an EFM category will be accomplished by NAVPERSCOM, Personal and Family Readiness Branch (PERS-662) prior to a decision being made regarding a request for early return/reassignment.
- Not a Discipline Substitute.** Early Return is not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, i.e., non-judicial punishment (NJP), courts-martial, administrative separation processing, etc., but shall be restricted to those cases where transfer is the only feasible solution.



# MILPERSMAN 1300-306

## EARLY RETURN/REASSIGNMENT DUE TO UNSUITABILITY

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- ❑ **Overseas Screening Deficiency Report**
  - ❑ a. An OSDR will be submitted when an overseas command receives improperly screened personnel/family member(s). This message is used to report discrepancies in the screening conducted by the transferring command.
  
- ❑ **Overseas Screening Deficiency Report/Request for Early Return**
  - ❑ a. This reports discrepancies in the screening process conducted by the previous duty station that **require an early return** of the member/family member(s) after reporting to the receiving command.
  - ❑ b. It also requests early return of family member(s) and members who were properly screened at time of transfer, **but after transferring** developed problems resulting in unsuitability for overseas duty and transfer is the only feasible solution.



# SAFETY/EXPEDITED TRANSFERS

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**- MILPERSMAN 1300-1200**

-DGM 4018-1311

-POC: Tanya Campbell – 874-4412 or Bryan Gillentine—  
874-4189 PERS 83



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# MILPERSMAN 1300-125 ENLISTED RECORD FLAG/FAILURE TO OBLISERV

## PERS 40R

10/27/2016



# RECORD FLAGS

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- Policy
- Sailors who elect not to meet the minimum (OBLISERV) requirements for their reassignment will have their enlisted master file record flagged.



# RECORD FLAGS

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- Causes:
  - 1306 request to adjust PRD to match EAOS stating intent to separate. Will also flag if no stated reason on 1306.
  - Request for early separation
  - Notification from BUPERS 32 ECM indicating Sailor will separate
  - Message stating refusal to ONLISERV for orders.



# RECORD FLAGS

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- Consequences of Record Flag
  - Sailor has no negotiating power.
  - C-WAY status changed to Intends to Separate (ITS).
  - Issued Needs of the Navy Orders if Sailor has 12 months or more time remaining between PRD and EAOS. Can be issued orders with less than 12 months to filled urgent manning vacancies.



# RECORD FLAGS

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- Requirements for Flag Removal
  - Sailor submits 1306 requesting removal to detailer.
  - PERS 4015 reviews detailer recommendation and routes to BUPERS 32 C-WAY help desk for concurrence.
  - PERS 40BB makes final decision and informs Detailer of what action is to be taken.



# OPERATIONAL SCREENINGS

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- **Operational Screening Program**

The operational screening program tracks Sailors that have been found unsuitable for operational duty (type 2 CONUS) by applying the 0090 unsuitability NEC. The program manager adjudicates all cases through recommendations from the Sailor's detailer, ECM, and the Sailor's Commanding Officer.



# OPERATIONAL SCREENINGS

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- **Assignment Limited Program**
  - The assignment limited program tracks Sailors that have been found assignment limited after returning to duty from temporary limited duty, or who have been found fit for continued Naval service by a Physical Evaluation Board (PEB) by applying the 0090 and 0091 unsuitability NEC.



# OPERATIONAL SCREENINGS

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- Cases are forwarded to the PERS-454 Medical Deployability Assessment Officer if it requires further review and recommendation due to the type of medical diagnosis.
- PROGRAM POC- Mr. Detrick Harmon, 901-874-3523/detrick.harmon@navy.mil



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- QUESTIONS?