

CHAPTER 16

REASSIGNMENTS FOR HUMANITARIAN REASONS

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REASSIGNMENTS FOR HUMANITARIAN REASONS

16.0 GENERAL INFORMATION.

Detailing authorities are aware of the hardships which confront Navy families and of the additional aggravation imposed by long absences of service members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships. However, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time-frame, reassignment for humanitarian reasons may be requested. Prior to considering HUMS reassignment for personnel assigned overseas, ensure that Overseas Screening Deficiency Report/Request for Early Return, IAW ENLTRANSMAN Chapter 4, Figure 4D would not be a more appropriate course of action.

If time is a significant factor in a member's hardship, the need for expeditious handling is evident. In this regard, commanding officers can render invaluable assistance by establishing an internal screening process to determine whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should include members such as chaplains, doctors, senior officers, and petty officers to evaluate the case, provide command assistance and recommend required action. If it is determined that a request for humanitarian assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness in order to preclude unnecessary delays in administrative processing.

Upon receipt of a humanitarian assignment request within COMNAVPERSCOM, it is administratively controlled by the Humanitarian Assignment/Hardship Discharge Section COMNAVPERSCOM (PERS-40HH). All cases are reviewed by a board consisting of senior petty officers and officers and are considered on an individual basis and the final determination is based solely on the information/documentation submitted. A request for reassignment will not be disapproved because a member is needed in assigned duties. This chapter contains the general guidelines concerning application and assignment options available.

16.01 BASIC CRITERIA FOR DETERMINING HUMANITARIAN/HARDSHIP SITUATIONS.

The member's request must show that the hardship meets the following established criteria for eligibility for humanitarian reassignment:

- A severe hardship exists, not normally encountered and resolved by other members of the naval service.
- The hardship occurred or has been excessively aggravated since service member has been serving on active duty.
- The problem affects the service member's immediate family. Immediate family is defined as: spouse, son, daughter, step-child (if the step-child is in fact dependent upon the member), parent, brother, sister, step-parent or other person acting in loco parentis for a period of five years before the member became 21 years of age, or any bonafide family member to the service member. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.
- There are no other family members or relatives who are capable of providing necessary assistance.

- The member has made every reasonable effort to alleviate the hardship and it cannot be reasonably alleviated through the media of leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by other professional people, such as lawyers, counselors, clergy, doctors, psychiatrists, etc.
- If hardship involves illness of a dependent of the service member, enrollment in Exceptional Family Member Program (see Chapter 25) must be initiated prior to submission of humanitarian reassignment request.
- Member's presence is required for specific reasons other than for morale or financial purposes, alone.
- The hardship is resolvable within a reasonable time frame.

16.011 SPECIAL CONSIDERATION. The following circumstances, involving members of the applicant's family, normally warrant special consideration when it is established that the member's presence in a specific area is essential to alleviate problems resulting therefrom and it can be anticipated that the problem is solvable within a reasonable time frame: (This is not a conclusive listing).

- Death of applicant's spouse or child.
- Divorce, when the member has a final divorce decree, has court awarded physical custody of the children and the time is needed to make arrangements for their permanent care. Service member must be able to comply with OPNAV Instruction 1740.4(series).
- Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized.

16.02 HUMANITARIAN/HARDSHIP REASSIGNMENTS NOT CONSIDERED WITHIN THE PURVIEW OF THIS CHAPTER.

16.021 HUMANITARIAN REQUESTS. Requests based on the following reasons ONLY are not considered within the purview of this Chapter and will not be approved:

- For financial or business reasons (including the operation of family business).
- For settling of estates (use leave/liberty, other family members or a lawyer).
- For indebtedness.
- For the sole reason of being a single parent. Raising children is considered a long term situation and should normally be considered for a hardship discharge/parenthood discharge (MILPERSMAN 1910-110 and 1910-124 refer).
- For personal convenience.
- For purpose of attending to or assisting in-laws, grandparents, (other than loco-parentis) or other persons not identified as immediate family.
- For purpose of children in school (exception is made to children requiring

specialized education).

- For part-time employment of member/employment of spouse.
- Because the member has bought or owns a home.
- Because of the member's own physical or mental condition.

16.022 HARDSHIP REQUESTS. Requests based solely on the following are generally not sufficient to show a hardship:

- The death of a parent where other family members are surviving.
- The threatened separation or threatened divorce action or normal anxiety/depression due to military assignments.
- Normal pregnancy, threatened miscarriage, breech birth, caesarean section, or RH incompatibility.

16.03 ASSIGNMENT FLEXIBILITY TO AID MEMBERS WITH HUMANITARIAN/HARDSHIP PROBLEMS.

16.031 SHORT PERIOD HUMANITARIAN/HARDSHIP. When it is determined that emergency leave will not alleviate the problem, but that resolution of the hardship may be expected within a reasonable period of time (six months or less), a special temporary reassignment may be authorized. The following variance from assignment policy may be authorized depending on the member's eligibility and nature of the hardship:

16.0311 Members Serving on Sea Duty.

- If a member is within six months of completing his/her Prescribed Sea Tour (PST), early assignment to a normal tour of shore duty at the duty station he/she desires will be considered. If this is not feasible due to the non-availability of a billet in the area desired, the individual may be reassigned at the desired location in excess of billet requirements for a reasonable period of time, determined on a case basis, to Temporary Duty Humanitarian Assignment (TD HUMS). Upon completion of TD HUMS the individual will normally be reassigned to another activity where an authorized billet is available, for a normal tour of shore duty.
- If a member has more than six months remaining on his/her PST, the individual may be reassigned at the desired location in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will then be reassigned either to a sea or shore duty activity. The decision as to the type of reassignment will be based on the amount of time the individual has remaining on PST, sea/shore requirements of the member's rating or NEC, etc. Sea Duty Commencement Date (SDCD) shall be adjusted for periods of humanitarian assignment.

16.0312 Members Serving on Shore Duty.

- If within six months of Projected Rotation Date (PRD), the individual may be reassigned to the desired location in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will normally be reassigned to a sea duty activity.

- If more than six months from PRD, the individual may be reassigned to the desired location for completion of tour if an available billet exists for his/her rate, NEC, etc. If no billets exist, member may be assigned in excess of billet requirements for a reasonable amount of time, determined on a case basis, to TD HUMS. Upon completion of TD HUMS the individual will normally be reassigned to another shore duty activity, where an authorized billet is available, for the remainder of shore tour if sufficient time remains on his/her original PRD.

16.032 MEDIUM PERIOD HUMANITARIAN/HARDSHIP. In cases where there is evidence to indicate that a severe hardship will exist longer than twelve months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in Article 16.11.

16.0321 Members Serving on Sea Duty.

- If within six months of completion of PST, an individual may be reassigned in the area desired for a normal tour of shore duty, provided there is an authorized billet available.
- If a member has more than six months remaining on PST, consideration may be given for assignment to a special tour for humanitarian reasons on a case basis. However, in such cases an authorized billet must exist for the member in the area desired. Such assignment will be approved only when there is ample evidence that the hardship can be resolved in a reasonable period of time. Upon completion of the special tour the individual will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the individual has remaining on PST, sea/shore requirements of the member's rating or NEC, etc. (SDCD shall be adjusted for period of humanitarian assignment.)

16.0322 Members Serving on Shore Duty.

- Consideration may be given for extension beyond the normal tour at the present duty station. Such extensions will be determined on a case basis but will not normally exceed six months.
- Consideration may be given for reassignment to a desired shore activity for the remainder of a normal tour provided there is an authorized billet available in the area desired. When such reassignment is authorized, the member's PRD will be adjusted, if applicable, to allow a minimum of 12 months at the new command.

16.0323 Inter/Intra-fleet Transfers.

- If an individual is encountering a hardship that an inter/intra-fleet transfer could resolve, and member is otherwise ineligible for such inter/intra-fleet transfer, member may receive an eligibility requirement waiver under the criteria established for humanitarian assignment.

16.033 INDEFINITE HARDSHIP. When there is evidence that a severe hardship cannot be resolved within a reasonable period of time such as a year or more, or when the demands of the hardship situation will not permit the individual to perform his/her duties in a proficient manner, the individual should consider requesting hardship discharge or release from active duty in accordance with MILPERSMAN 1910-110.

16.0331 Assignment procedures and resources available to members whose family members require continued access to specialized treatment or educational facilities are contained in OPNAVINST 1754.2 (Exceptional Family Member

Program).

16.034 HUMANITARIAN REASSIGNMENT BEYOND EAOS. Humanitarian reassignments may not be approved beyond the service member's EAOS.

16.035 HUMANITARIAN REASSIGNMENT WHILE IN LIMITED DUTY (LIMDU) STATUS. Humanitarian reassignments will not be approved for individuals while in ACC 105 LIMDU status.

16.04 SUBMISSION OF REQUESTS.

Requests for humanitarian reassignment from all enlisted personnel, will be addressed to COMNAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Enlisted Placement Management Center (EPMAC). Requests from all enlisted TAR personnel shall be forwarded to COMNAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Naval Reserve Personnel Center (NAVRESPERSCEN). The via addressee is the command assisting the service member submit his/her request.

16.05 PROCEDURES FOR URGENT HARDSHIP CASES.

16.051 EMERGENCY LEAVE. Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, commanding officers should ensure that members are aware of the contents of this Chapter and that in the event they subsequently desire to request humanitarian reassignment, they may contact any naval activity in the area of their leave address in accordance with the provisions of Article 16.053.

16.052 MESSAGE REQUESTS. Message requests are discouraged as they generally do not contain sufficient information for proper evaluation and determination. Normally, the immediate urgency will be satisfied by granting emergency leave, with instructions to submit a letter request from member via the naval activity nearest the member's leave address. Commands located overseas should review JFTR Chapter 7, Part H and Chapter 5, Part C; MILPERSMAN 1050-130 AND OPNAVINST 4650.15) in conjunction with emergency leave; and JFTR U5240-D, U5370-D and U5455-A and OPNAVINST 4650.15 in connection with early return of family members, household goods and POV.

16.053 SUBMISSION OF REQUESTS WHILE IN A LEAVE STATUS. Requests will be submitted to COMNAVPERSCOM (PERS-40HH) via the commanding officer of any naval activity in the vicinity of the leave address. Information copies (less enclosures) will be submitted to the individual's commanding officer and EPMAC or NAVRESPERSCEN as applicable. Commanding officers of member's parent command are encouraged to endorse request, message endorsements are acceptable, using format Figure 16B.

16.0531 Formats for requests and endorsements will be as set forth in Articles 16.14 and 16.15. Since service records will not normally be available in these cases, necessary information usually obtained therefrom must be obtained insofar as possible by interviewing the individual involved and so stated in the endorsement.

16.0532 If the amount of leave granted is insufficient to enable submission of a request for humanitarian assignment, the assisting activity should direct a request for extension of leave to the individual's parent command or, in applicable cases, to the next intermediate reporting station as directed in the individual's leave authorization or Standard Transfer Order (STO); DO NOT request leave extensions from COMNAVPERSCOM. In those cases where an assisting command feels that a bonafide emergency hardship exists which meets

the criteria of this chapter for reassignment and where insufficient time remains to request extension of leave, or when further leave would cause the member to be in excess of leave (more than -30 days or in excess of that which could be earned in his/her remaining obligated service) the assisting command shall send a message to the member's parent command with a brief, meaningful explanation of the hardship and state "unless otherwise directed, the member will be retained onboard 15 days in no-cost Temporary Additional Duty (TEMADD) status pending decision of COMNAVPERSCOM." Also give effective time and date of retention. The final determination of a member's retention at an assisting command rests solely with the member's commanding officer at his/her permanent duty station. If retention is authorized, the member shall be issued TEMADD orders or an endorsement of his/her present orders which will include the statement contained in Article 16.0121 concerning NO-COST-TO-THE-GOVERNMENT. (This does not preclude the use of space available travel in a leave status.) This period of TEMADD shall not exceed 15 days. Every effort shall be made by the member and assisting command to ensure that the member's request is prepared and forwarded in a timely manner. Final disposition will be attempted on each case prior to expiration of leave/departure from leave address or detachment from TAD awaiting decision. If applicant does not have Service, Health and Dental Record in his/her possession, DO NOT request from the parent command prior to receiving disposition of the request. Arrangements may be made to have the member's checks mailed to his/her leave address. This Article is not authorization for a commanding officer to issue TEMADD or Temporary Duty (TEM DU) orders to an individual for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. A member must utilize leave for that purpose.

16.0533 In case of a disapproved request, the individual shall be detached in a leave status within three working days to return to his/her parent command or to report to his/her new duty station. If immediate detachment is not possible (i.e., port-calls, etc.), notify all concerned by message of the reason member is not being detached.

16.054 REQUEST FOR RECONSIDERATION. If service member desires reconsideration of a disapproved request, a formal letter request from member, with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file in COMNAVPERSCOM (PERS-40HH) for a period of 6 months. Reconsideration requests need not contain documents submitted with original request if the 6 month period has not passed. If over 6 months from disapproval of request, the request for reconsideration must contain a copy of original request as an enclosure.

16.06 EXTENSION OF TD HUMS.

Requests for extension of TD HUMS will be granted on a case basis. Such requests must be submitted at least one month prior to expiration of current TD HUMS assignment and shall utilize the same format prescribed in Articles 16.14 and 16.15. They shall be forwarded by the command to which the member is attached for TD HUMS to COMNAVPERSCOM (PERS-40HH). It is essential that included substantiation be current (less than two months old). An availability report will be enclosed with extension request. As a general rule HUMS extensions will not be approved for persons enrolled in the Exceptional Family Member Program as follow-on assignments must be made IAW that program.

16.07 SPECIAL INSTRUCTIONS FOR ADMINISTRATION OF MEMBERS ON TD HUMS.

16.071 ENTERING ON ACTIVITY DIARY. Activities receiving members on board for TD HUMS will enter them immediately on the personnel diary in accordance with

the Diary Message Reporting System Users' Manual (DMRSMAN) in a TEMDU status.

16.072 REPORTING WHEN HARDSHIP IS ALLEVIATED OR CEASES TO EXIST PRIOR TO EXPIRATION OF TEMDU. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the member is assigned for TD HUMS shall promptly submit an availability report, in accordance with Chapter 18, to the Assignment Control Authority (ACA) which originally assigned the member to TD HUMS COMNAVPERSCOM (PERS-40HH) or NAVRESPERSCEN, as applicable.

16.073 REENLISTMENT/VOLUNTARY EXTENSION OF ENLISTMENT AND RESTRICTION OF REENLISTMENT. Members serving on TD HUMS will not be allowed to reenlist or voluntarily extend their enlistment unless specifically authorized by COMNAVPERSCOM. This restriction is applicable to members whose enlistment, or enlistment as extended, expires within six months after PRD of TD HUMS assignment. Prior to obligating for further assignment, such members must be authorized in accordance with the following:

- Members who desire to reenlist or extend their enlistment shall forward their requests to COMNAVPERSCOM (PERS-40HH), via their commanding officer, six weeks prior to completion of assignment. Such requests shall use the same format prescribed in Article 16.14 and 16.15, unless the hardship which generated the TD HUMS has been alleviated or has ceased to exist, reenlistment or extension will normally not be authorized.
- First term personnel will have encore approval prior to reenlistment. Extension requests will be forwarded to PERS-811 for consideration.

16.074 SERVICE RECORD ENTRY. When COMNAVPERSCOM has directed the commanding officer to make a page 13 entry stating that an individual's record is to be flagged and that the member is not to be reenlisted or extended on active duty without prior COMNAVPERSCOM (PERS-40HH) approval, the following applies:

- Such an entry does not automatically preclude the individual's reenlistment, but is intended to require COMNAVPERSCOM to reevaluate those cases which involve hardships of sufficient duration to jeopardize the member's future assignability.
- If the member desires reenlistment, he/she may submit his/her request to COMNAVPERSCOM (PERS-40HH) via his/her commanding officer. Such requests shall contain documentation verifying the alleviation or cessation of hardship and an immediate availability for reassignment prepared in accordance with Chapter 18.
- If the member does not desire reenlistment and is separated at EAOS, commanding officers shall ensure that RE-4 reenlistment code is issued unless otherwise directed by COMNAVPERSCOM.

16.08 REASSIGNMENT OF MEMBER AT EXPIRATION OF TD HUMS.

Members on TD HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignment. Six weeks prior to the member's PRD, activities having such members on board shall interview member to determine if hardship has been resolved before submitting an availability report in accordance with Chapter 18 to the ACA who assigned the TD HUMS (See Article 16.072).

16.09 ORDER WRITING REQUIREMENTS.

TD HUMS. Since assignment to TD HUMS is at the member's request and is for his/her own convenience, orders to TD HUMS are on a permissive (NO-COST-TO-THE-GOVERNMENT) basis. The following applies to the issuance of TD HUMS orders:

- No dislocation allowance is authorized.
- Family Member travel will be at the member's expense, not subject to reimbursement.
- Orders will not authorize the individual to ship household goods at government expense.
- Transfers must be effected during a period of leave and no proceed or travel time is authorized.
- Members serving on TD HUMS will not be authorized per diem at their TEMDU station. Orders must contain the statement, "NO PER DIEM AUTHORIZED".
- All STOs for TD HUMS will contain the following statement:

Date : "I understand that if my request for transfer by reason of exchange of duty is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or POC shipment) and government transportation, including the use of Military Airlift Command is not authorized for myself and/or my family members. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

Member's signature

16.10 NO COST PERMANENT CHANGE OF STATION (PCS) TRAVEL AUTHORIZATIONS.

Members who receive reassignment on a PCS basis under the provisions of this Chapter, but who do not qualify for directive (cost) orders per Article 16.11 will be issued NO-COST PCS travel authorization in accordance with the procedures set forth in Chapter 16.

16.11 ASSIGNMENT PROCEDURES FOR MEMBERS ISSUED DIRECTIVE (COST) ORDERS.

Directive (cost) orders will be issued when an individual is being permanently reassigned and the following conditions are met:

- The individual is being assigned to a vacant available billet requiring his/her rate, rating, or NEC.
- The individual has been assigned at his current duty station one year or more.

16.12 SUPPORTING STATEMENTS REQUIRED FOR BASIC REQUEST (LETTER).

Prior to initiating a request for humanitarian reassignment, the individual shall obtain the following statements which shall be used as enclosures to the

basic request:

- A statement from the immediate family member(s) experiencing the hardship indicating the nature of the hardship and why the member's presence is considered mandatory.
- Statements from all immediate family members stating what assistance they can/are providing or reason assistance is unavailable.
- Statements from one or more responsible citizens who have personal knowledge of the situation.
- If illness is involved, a current (within two months) statement is required from the attending physician. Medical terminology within the statement should be defined to a degree sufficient to allow a layman to understand the nature of the illness. The statement must include both the diagnosis and prognosis and, if hospitalization is involved, the probable length of hospitalization. If applicable, the specific length of the life expectancy of the family member concerned should also be included. If mental illness is involved, the physician's statement should also include as much pertinent background information as possible concerning the patient's mental health and the possibility/probability of recurrence at a later date. Allergies suffered by members of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include consideration of the following:
 - Current morbidity and mortality trends for the disease or medical condition.
 - Prognosis for recovery from the disease or solution of the medical condition.
 - Expected results to be achieved from the assignment, and whether the problem can be satisfactorily resolved without assignment.
- If the request is based upon a physical or mentally handicapped family member, the sponsor shall be counseled to consult with the local Health Benefit Counselor (HBC) at the nearest Naval Medical Center (or Medical Center of service involved if treatment is other than Navy). The HBCs can work with the attending physician(s) to determine where the type of treatment or special schooling prescribed is obtainable. In all such cases a statement from the HBC shall also be included. (It is to be noted by commands that personnel shall be briefed that HBCs are available to assist them.) Additionally, OPNAVINST 1754.2 provides guidance as to long term problems involving handicapped family members.
- Where applicable, statements are to be forwarded from social workers who have investigated the home situation. If necessary and appropriate, commands should initiate such investigations through the local Health Welfare Agency or the American Red Cross.
- If hardship discharge consideration is requested, a statement or statements of prospective employment and current financial statement shall be included.
- Statements from law enforcement agencies, social workers, chaplains, clergy, school officials, lawyers, etc., shall be included as the request warrants.

- This is not an inclusive list; keep in mind that each statement made in the request must be backed with a written statement from a professional aware of the hardship.

16.13 ENCLOSURES TO BE FORWARDED WITH BASIC REQUEST (LETTER).

In addition to the statements indicated in Article 16.12, the following enclosures will be attached to the basic request: (If member is in a leave status and his/her service record is not available, copies, for the purpose of submission, shall be completed by interviewing the member concerned and notation made to this effect.)

- An up-to-date Dependency Application/Record of Emergency Data (NAVPERS 1070/602).
- A copy of History of Assignments (NAVPERS 1070/605).
- A copy of the STO, if member is presently under orders.
- Complete copies with all enclosures of any previous requests submitted for humanitarian reassignment or hardship discharge. See Article 16.054.

16.14 CONTENTS OF BASIC REQUEST (LETTER).

The basic request shall be submitted in Naval letter format (see Figure 16A).

Extra copies for COMNAVPERSCOM are not desired. The paragraph and subparagraph headings will be included in all cases. If information is not available or not applicable, indicate accordingly under the appropriate heading. Preprinted request forms or NAVPERS 1306/7 shall not be utilized. 16.141 REQUIRED INFORMATION. The basic request must contain the following information:

- The locality where the assignment is requested and type of assignment being requested.
- A description of the hardship/humanitarian problem.
- A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.
- A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.
- The names, addresses, and ages of the service member and member's family members.
- The names, addresses, ages, and relationship of all other immediate family members. (This includes parents, brothers and sisters regardless of location).
- The location of household goods and rough estimate of total weight.
- The attending physician's name, area code and telephone number.
- The dates of any previous requests for reassignment for humanitarian reasons and/or hardship discharge.
- A statement as to whether or not a hardship discharge is requested in the

event the request for humanitarian reassignment is not approved. Ensure that member is briefed on the provisions of MILPERSMAN 1910-110. If service member does desire consideration for a hardship discharge and the problem is determined to be of long term nature, a discharge will be directed to be effected within ten days of receiving the answer from COMNAVPERSCOM (PERS-40HH).

- Location of records and personal effects.
- Telephone number where member can be contacted.

16.15 COMMANDING OFFICER'S ENDORSEMENT.

The Commanding Officer's endorsement must contain the following information: (see Figure 16B)

- A definite recommendation, i.e., approval, disapproval, for consideration, etc.; or, if in the commanding officer's opinion, assignment to TD HUMS and/or assignment for humanitarian reasons is not the answer to the problem, his/her recommendation as to the proper course of action. The individual's performance of duty should not be the basis for recommending approval/disapproval nor is that factor considered by the board.
- A brief synopsis of applicant's case and any new information not contained in the applicant's request that the Commanding Officer has learned by personal interview or other contact. Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies, i.e., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross. Ensure that these agencies, when appropriate, have been contacted to give assistance. Additionally, provide information if member has required previous special consideration/leave, etc., due to this problem or similar circumstances.
- Applicants disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by COMNAVPERSCOM (PERS-40HH) until disciplinary action has been resolved.
- Applicant's current duty status, i.e., on board for duty, on board in a leave status, on board for further assignment or for further transfer, etc.
- Miscellaneous personal data: Date individual reported on board present duty station, date reported aboard assisting command (if applicable), EAOS, ADSD, PRD, and SDCD or SHDCD. If service record not available, obtain data by interviewing individual involved and so indicate in this paragraph.
- Leave data: If on leave, give date leave commenced and date, time, and place of expiration, estimated time and date of departure from leave address in order to comply with leave orders, leave address, area code and telephone number where applicant may be reached, whether or not leave extension requested, and status of request. If applicant is not on leave, but granting leave is anticipated, include the above data. Additionally, provide statement of current leave balance.
- Information concerning obligated service remaining as a result of advancement, school, etc., if any.
- Homeport or permanent duty station.

- Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement, use approximate dates if necessary.
- Separation activities. Whether or not the command assisting in the submission of request has facilities to effect separation of member, and if not, the nearest separation activity that could effect separation.
- If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.
- Point of contact. Name and telephone number (AUTOVON/Commercial with area code).

Requests which are incomplete or contain insufficient information on which to base a decision will be returned for proper submission.

SAMPLE OF BASIC LETTER
(Review entire chapter prior to preparing letter)

From:
To: Bureau of Naval Personnel (PERS-40HH)
Via: (1) Commanding Officer, _____ (Article 16.04)
Subj: REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS; REQUEST FOR
Ref: (a) ENLTRANSMAN Chap 16
Encl: (1) Copy of Dependency Application/Record of Emergency Data
(2) Copy of History of Assignments
(3) Copy of Standard Transfer Order (Article 16.13)

(List all letter/documents as individual enclosures, see Article 16.141 for required enclosures)

1. Request: It is requested that I be assigned/extended in the area of (See Article 16.141) for (TD HUMS/normal tour of shore duty/special shore tour/inter/intra-fleet transfer/ completion of tour/extension of tour) for the reasons indicated below:

a. Description of hardship: (A complete and meaningful description of the hardship, without reference to enclosures, which ensures that all information addressees are adequately advised of the existing hardship.)

b. Description of action taken. (See Article 16.141)

c. How applicant expects to alleviate or resolve the hardship if request is approved.

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of enlisted member and family member.

b. Names, addresses, and ages of all other immediate family members (parents, brothers, sisters, spouses and immediate family members).

c. Location of household effects and rough estimate of total weight.

d. Member's work and home area code and telephone numbers.

e. Physician's name, area code and telephone number.

f. Dates of any previous requests for reassignment for humanitarian reasons and/or hardship discharge.

g. "I understand that if my request for TD HUMS is granted, my assignment will be effected at no-cost-to-the-government and I am aware of the restrictions stated in Article 16.09 of the Enlisted Transfer Manual."

FIGURE 16A-1

h. Hardship discharge: "Having been briefed on the contents of MILPERSMAN 1910-110, I desire/do not desire consideration for hardship discharge should this request for reassignment/extension for humanitarian reasons be denied." (If member has sufficient military service that would allow transfer to the Fleet Reserve, or is within six months of eligibility for transfer to Fleet Reserve, include statement: "I desire/do not desire consideration for transfer to the Fleet Reserve should this request for reassignment/extension be denied." Include Application for Transfer to the Fleet Reserve (NAVPERS 1830/1) as an enclosure if member desires consideration.)

i. Location of records and personal effects.

3. PRIVACY ACT STATEMENT.

The authority to request this information is derived from 5 USC 301, Departmental Regulations. The purpose of this request is to request transfer and/or discharge due to dependency or hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is completely voluntary; however, failure to provide the required information will result in the inability to process the request and the member would not be able to receive the requested status.

Member's signature

Copy to: (Commanding Officer if request submitted while in a leave or TAD status).

FIGURE 16A-2

SAMPLE OF COMMANDING OFFICER'S ENDORSEMENT
(Review entire chapter prior to preparation of endorsement)

FIRST ENDORSEMENT on (Basic Letter - completely identified)

From: Commanding Officer,
To: Bureau of Naval Personnel (PERS-40HH)

Subj: REASSIGNMENT/EXTENSION FOR HUMANITARIAN REASONS; REQUEST FOR

1. Commanding Officer's recommendation.
2. Commanding Officer's synopsis, assistance provided thus far, and other pertinent information.
3. Applicant's disciplinary status or pending disciplinary action.
4. Applicant's current duty status.
5. Miscellaneous personal data. (Obtain from service record if available; if not, obtain from interview).
 - a. Permanent duty station, UIC, message PLAD and date applicant reported on board, date applicant terminated leave on board assisting command (if applicable). Activity long title, message PLAD and UIC of assisting command (if applicable).
 - b. EAOS:
 - c. ADSD:
 - d. PRD:
 - e. PST: (Prescribed Sea Tour (months), See Chapter 3).
 - f. SDCD or SHDCD:
 - g. Leave data (leave balance as of req date).
 - h. Obligated service (as extended).
 - i. Homeport or permanent duty station of ship or unit.
 - j. Activity data. (If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc.) Do not classify endorsement, use approximate dates if necessary.
 - k. Separation activities.
 - l. Financial statement.

FIGURE 16B-1

m. Point of Contact. (Name and telephone, commercial and AUTOVON)

COPY TO: EPMAC (see Article 16.04)
NAVRESPERSCEN (see Article 16.04)
MBR COMMANDING OFFICER (see Article 16.053)

NOTE: SEE ARTICLE 16.15 FOR DETAILS ON COMPLETING ENDORSEMENT.

FIGURE 16B-2