

MILPERSMAN 1300-500

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone:	DSN	882-3542
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References	OPNAVINST 1754.2A NAVSO P-6034-1, Joint Federal Travel Regulations Volume 1 1080 #1, UM-02, Diary Message Reporting System Users Manual (DMRSMAN)
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1. Policy

a. Detailing authorities are aware of the hardships which confront Navy families and of the additional aggravation imposed by long absences of members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when a member requires more time than leave can provide and has a chance of resolving the hardship within a reasonable time frame, reassignment for humanitarian reasons (HUMS) may be requested.

b. A request for reassignment will not be disapproved because a member is needed in assigned duties. This article contains the general guidelines concerning application and assignment options available.

2. Screening by Member's Command

a. Prior to considering HUMS reassignment for members assigned overseas, review MILPERSMAN 1300-306 to see if it might be a more appropriate course of action.

b. Assignment procedures and resources available to members whose family member(s) require continued access to specialized treatment or educational facilities are contained in OPNAVINST 1754.2A.

c. If time is a significant factor in a member's hardship, the need for expeditious handling is evident. In this regard, commanding officers (COs) can render invaluable assistance by establishing an internal screening process to determine whether a request for HUMS assignment is warranted.

(1) This screening process, tailored to the individual command's size, should include members such as chaplains, doctors, senior officers, and chief petty officers to evaluate the case, provide command assistance, and recommend required action.

(2) If it is determined that a request for HUMS assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness to preclude unnecessary delays in administrative processing.

3. Processing by Navy Personnel Command (NAVPERSCOM)

a. Upon receipt of a HUMS assignment request within NAVPERSCOM, **enlisted** requests will be administratively controlled by NAVPERSCOM, HUMS Assignment/Hardship Discharge Section (PERS-40HH). **Officer** requests will be administratively controlled by respective detailers/placement officers.

b. All cases are reviewed by a board consisting of senior officers and chief petty officers and are considered on an individual basis with the final determination based solely on the information/documentation submitted.

4. Basic Criteria for Determining Humanitarian/Hardship Situations. The member's request must show the hardship meets the following established criteria for eligibility for HUMS reassignment:

a. A severe hardship exists, not normally encountered and resolved by other members of the Naval Service.

b. The hardship occurred or has been excessively aggravated since the member has been serving on active duty.

c. The problem affects the member's immediate family. Immediate family is defined as spouse, son, daughter, stepchild (if the stepchild is in fact dependent upon the member), parent, parent-in-law, brother, sister, stepparent or other person acting in loco parentis for a period of 5 years before the

member became 21 years of age, or any bona fide dependent to the member.

d. There are no other family member(s) or relative(s) who are capable of providing necessary assistance.

e. 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.

f. The member's presence is required for specific reasons other than for morale or financial purposes alone.

g. The hardship is resolvable within a reasonable time frame (normally 6 months).

h. If hardship involves illness of a dependent of the member, enrollment in the Exceptional Family Member Program (EFM) must be initiated prior to submission of HUMS reassignment request.

5. **Special Considerations**. The following circumstances involving members of the applicant's family normally warrant special consideration when it is established the member's presence is essential to alleviate the problem, and it is solvable within a reasonable time frame (not a conclusive listing):

a. Death of applicant's spouse or child.

b. Divorce when the member has court awarded custody of the children and time is needed to make arrangements for their permanent care.

c. Severe illness (physical or mental) resulting in the affected person's hospitalization, or scheduled hospitalization.

6. Humanitarian Reassignments not considered within the Purview of this Article. Requests based on the following reasons **only** are not considered within the purview of this article and will not be approved:

- a. For financial or business reasons (including the operation of family business).
- b. For indebtedness.
- c. For personal convenience.
- d. For the purpose of attending to or assisting persons not identified as immediate family.
- e. For the purpose of children in school (exception is made to children requiring specialized education).
- f. For part-time employment of member/employment of spouse.
- g. Because of the member's physical or mental condition.
- h. For settling of estates (use leave/liberty, other family member(s), or a lawyer).
- i. 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).
- j. Because the member has bought or owns a home.
- k. The death of a parent where other family member(s) are surviving.
- l. The threatened separation, or threatened divorce action, or normal anxiety/depression due to military assignments.
- m. Normal pregnancy, threatened miscarriage, breech birth, cesarean section, or RH incompatibility.

7. **Short Period Humanitarian Reassignment.** When it is determined that emergency leave will not alleviate the problem, but resolution may be expected within a reasonable period of time, a special temporary reassignment may be authorized. Variance from assignment policy may be authorized depending on the member's eligibility and nature of the hardship.

a. Members Serving on Sea Duty

(1) If a member is within 6 months of prescribed sea tour (PST) completion, early assignment to shore duty at the duty station requested will be considered. If there is no billet in the area desired, the member may be reassigned in excess of billet requirements for a reasonable period of time to temporary duty (TEM DU) HUMS. Upon completion of TEM DU HUMS, the member will normally be reassigned for shore duty to another activity where an authorized billet is available.

(2) A member who has more than 6 months remaining on a PST may be reassigned TEM DU HUMS at the desired location in excess of billet requirements for a reasonable time. Upon completion of TEM DU HUMS, reassignment will be either to a sea or shore duty activity. The type of reassignment will be based on the amount of time the member has remaining on the sea tour.

(3) All enlisted members will have their sea duty commencement date (SDCD) adjusted for periods of HUMS assignment.

b. Members Serving on Shore Duty

(1) If within 6 months of projected rotation date (PRD), the member may be reassigned to the desired location in excess of billet requirements for a reasonable amount of time, determined on a case-by-case basis, to TEM DU HUMS. Upon completion of TEM DU HUMS the member will normally be reassigned to a sea duty activity.

(2) If more than 6 months from PRD, members may be reassigned to the desired location for completion of tour if an available billet exists for their rank/rate, designator/NEC, etc.

(3) If no billets exist, members may be assigned TEM DU HUMS in excess of billet requirements for a reasonable time. Upon completion of TEM DU HUMS, members will normally be

reassigned to another shore duty activity in an authorized billet if sufficient time remains on their original PRD.

8. **Medium Period Humanitarian Reassignment.** When there is evidence to indicate that a severe hardship will exist longer than 12 months, authorization of a cost transfer in approved cases will be dependent upon qualifications outlined in this article.

a. **Members Serving on Sea Duty**

(1) If within 6 months of completion of a PST, a member may be reassigned in the area desired for a normal shore duty tour, if an authorized billet is available.

(2) If a member has more than 6 months remaining on PST, consideration may be given for assignment to a special tour for HUMS on a case-by-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 the hardship can be resolved in a reasonable period of time.

(3) Upon completion of the special tour the member will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the member has remaining on PST, sea/shore requirements etc.

(4) All enlisted members will have their SDCD adjusted for periods of HUMS assignment.

b. **Members Serving on Shore Duty**

(1) Consideration may be given for an extension beyond the normal tour at the present duty station. Such extensions will be determined on a case-by-case basis, but will not normally exceed 6 months.

(2) 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.

9. **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 members to perform their duties in a proficient manner, they should consider requesting a hardship discharge, release from active duty, retirement (if eligible), or resignation, as appropriate, per MILPERSMAN 1910-110, 1920-080, and 1920-090.

10. **Inter/Intra-Fleet Transfers.** If a member 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 HUMS assignment.

11. **Reassignment while in Limited Duty (LIMDU) Status.** HUMS reassignments will **not** be approved for members while in ACC 105 LIMDU status.

12. **HUMS Reassignments beyond Expiration of Active Obligated Service (EAOS).** Enlisted members may not reenlist or extend while serving on a HUMS assignment without approval from NAVPERSCOM (PERS-40HH).

13. **Procedures for Urgent Hardship Cases**

a. **Emergency Leave.** Emergency leave will normally be authorized for all hardship cases of an urgent nature. When granting emergency leave, especially from overseas, COs should ensure members are aware of the contents of this article and that, in the event they subsequently desire to request HUMS reassignment, they may contact any naval activity in the area of their leave address.

b. **Letter Request.** 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 the member via the naval activity nearest the member's leave address. Commands should review NAVSO P-6034-1, volume 1, chapter 7, part H and chapter 5, part C, where applicable, in conjunction with emergency leave.

c. **Requests while in Leave Status.** Requests submitted while in a leave status will be submitted to NAVPERSCOM via the

CO of any naval activity in the vicinity of the member's leave address. Information copies (less enclosures) will be submitted to the member's CO and others as appropriate. The CO of the member's parent command is encouraged to endorse a request (message endorsements are acceptable).

(1) If the amount of leave granted is insufficient to enable submission of a request for HUMS reassignment, the assisting activity should direct a request for extension of leave to the member's parent command or, in applicable cases, to the next intermediate reporting station as directed in the member's leave authorization or transfer order. **Do not** request leave extensions from NAVPERSCOM.

(2) When a bona fide emergency hardship exists which meets the criteria for reassignment and insufficient time remains to request extension of leave, or 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 member's remaining obligated service (OBLISERV)), the assisting command will send a message to the member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship and state "unless otherwise directed, the member will be retained on board 15 days in a no-cost temporary additional duty (TEMADD) status pending decision of NAVPERSCOM."

(b) Give effective time and date of retention.

(3) Final determination of a member's retention at an assisting command rests with the member's CO at the permanent duty station.

(4) If retention is authorized, the member will be issued TEMADD orders or an endorsement of present orders, which will include the statement above concerning no-cost.

(5) TEMADD will not exceed 15 days. Every effort will be made to ensure the 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 TEMADD.

(6) If the member does not have service, health, and dental records in possession, **DO NOT** request these from the parent command prior to receiving disposition of the request.

(7) In the case of a disapproved request, the member will be detached in a leave status within 3 working days to return to the parent command or to report to the new duty station. If immediate detachment is not possible (e.g., port calls), all concerned should be notified by message of the reason why the member is not being detached.

(8) This article is not authorization for a CO to issue TEMADD or TEMDU orders to a member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request. The member must use leave for that purpose.

14. **Submission of Requests for HUMS**

a. Requests for HUMS reassignment will be addressed as follows:

(1) **Officer.** Will be addressed to the cognizant assignment division within NAVPERSCOM, Distribution Department (PERS-4).

(2) **Enlisted.** Will be addressed to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Enlisted Placement Management Center (EPMAC).

(3) **Enlisted Training and Administration of Reserve (TAR).** Requests from all enlisted TAR members shall be forwarded to NAVPERSCOM (PERS-40HH) with a copy (less enclosures) to Naval Reserve Personnel Center (NAVRESPERSCEN).

b. Required information and formats for requests and endorsements are provided in Exhibits 1 and 2. When service records are not available, necessary information should be obtained by interviewing the member involved. The endorsement should reflect this. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance at NAVPERSCOM until the information is provided.

15. **Supporting Statements Required for Member's Basic Letter Request for HUMS**. Prior to initiating a request for HUMS reassignment, the member will obtain the following statements as enclosures to the basic request. This is not an inclusive list. Each statement made in the request must be backed with a written statement from a professional aware of the hardship.

a. 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.

b. Statements from all immediate family member(s) stating what assistance they can/are providing, or reason assistance is unavailable.

c. Statements from one or more responsible citizens who have personal knowledge of the situation.

d. If illness is involved, a current (within 2 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 the diagnosis and prognosis and, if hospitalization is involved, the probable length of hospitalization. If applicable, the life expectancy of the family member concerned should also be included. When mental illness is involved, the physician's statement should include pertinent background information concerning the patient's mental health and the possibility/probability of recurrence at a later date. Allergies suffered by member(s) of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include the following:

(1) Current morbidity/mortality trends for the disease or medical condition.

(2) Prognosis for recovery from the disease or solution of medical condition.

(3) Expected results to be achieved from the assignment and whether the problem can be satisfactorily resolved without assignment.

e. If the request is based upon a physically or mentally handicapped dependent, the sponsor will 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 HBC can work with the attending physician(s) to determine where treatment or special schooling prescribed can be obtained. In all such cases, a statement from the HBC will also be included. Commands should ensure members are briefed that HBCs are available to assist them. OPNAVINST 1754.2A provides guidance as to long-term problems involving handicapped dependents.

f. 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.

g. If the hardship involves divorce action and custody of dependent children, a current statement from the attorney involved, indicating court dates, if applicable, and a copy of all previous and current separation, divorce, and custody documents will accompany the request.

h. If release from active duty or resignation is requested, statements of prospective employment and current financial situation will be included.

i. Statements from law enforcement agencies, schools, lawyers, etc., will be included as the request warrants.

16. **Contents of Member's Basic Letter Request for HUMS.** The basic request will be submitted in naval letter format and contain the information and enclosures indicated in Exhibit 1.

a. Paragraph and subparagraph headings will be included in all cases.

b. If information is not available or not applicable, indicate so under the appropriate heading.

c. If the member is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the member concerned and a notation made to this effect.

d. The basic request must contain the following information:

(1) The locality where the assignment is requested and type of assignment being requested.

(2) A description of the hardship/humanitarian problem.

(3) A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.

(4) A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.

(5) The names, addresses, and ages of the member and member's family member(s).

(6) The names, addresses, ages, and relationship of all other immediate family member(s). (This includes parents, brothers, and sisters regardless of location.)

(7) The location of household goods and rough estimate of total weight.

(8) The attending physician's name, area code, and telephone number.

(9) The dates of any previous requests for reassignment for HUMS and/or hardship discharge.

(10) A statement as to whether or not a hardship discharge is requested in the event the request for HUMS reassignment is not approved. Ensure that member is briefed on the provisions of MILPERSMAN 1910-110, 1920-080, and 1920-090.

(11) Location of records and personal effects.

(12) Telephone number where member can be contacted.

17. **Enclosures to be forwarded with Member's Basic Letter Request.** In addition to the statements required in para. 15, the following enclosures will be attached to the basic request: (If member is in a leave status and the 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.)

a. An **up-to-date** NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data.

b. Complete copies, with all enclosures, of any previous requests submitted for HUMS reassignment or hardship discharge.

18. **CO's Endorsement.** The CO's endorsement will be submitted in the format indicated in Exhibit 2 and must contain the following information. Requests, which are incomplete or contain insufficient information on which to base a decision, will be held in abeyance at NAVPERSCOM until the information is provided.

a. A definite recommendation, i.e., approval, disapproval, for consideration, etc.; or, if in the CO's opinion, assignment to TEMDU HUMS and/or assignment for HUMS is not the answer to the problem, recommendation as to the proper course of action. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

b. A brief synopsis of applicant's case and any new information not contained in the applicant's request which the CO has learned by personal interview or other contact.

(1) 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 these agencies, when appropriate, have been contacted to give assistance.

(2) Provide information if member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

c. Applicant's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by NAVPERSCOM until disciplinary action has been resolved.

d. 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.

e. Miscellaneous personal data to include date member reported on board present duty station, date reported aboard

assisting command (if applicable), active duty service date (ADSD), and PRD. If service record not available, obtain data by interviewing member involved and so indicate in this paragraph. **NOTE:** For enlisted members ensure EAOS, SDCD, and shore duty commencement date (SHDCD) is included.

f. 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. Provide statement of current leave balance. **NOTE:** If applicant is not on leave, but granting leave is anticipated, include the above data.

g. Information concerning OBLISERV remaining as a result of advancement, school, etc., if any.

h. Homeport or permanent duty station.

i. Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement, use approximate dates if necessary.

j. Whether or not the command assisting in submission of the request has facilities to effect separation of member, and if not, the nearest separation activity that could effect separation.

k. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

l. Name and telephone number (DSN/Commercial with area code) for point of contact (POC).

19. **Request for Reconsideration.** If the member desires reconsideration of a disapproved request, a formal letter request from the member with command endorsement and additional substantiating documentation is required. Disapproved requests will be on file with NAVPERSCOM 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 has passed, the request for reconsideration must contain a copy of original request as an enclosure.

20. **Request for Assignment on Permissive Orders**. Members whose request for transfer at government expense cannot be approved may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that member agrees to bear all expenses involved.

21. **Assignment Procedures**

a. **TEM DU HUMS Orders**. Members who receive reassignment on a permanent change of station (PCS) basis under the provisions of this article, but do not qualify for directive travel orders, will be issued no-cost travel authorizations. Since assignment to TEM DU HUMS is at the member's request and is for the member's own convenience, travel authorizations to TEM DU HUMS are on a permissive (no-cost to the government) basis. The following applies to the issuance of TEM DU HUMS orders:

(1) No dislocation allowance is authorized.

(2) Dependent travel will be at the member's expense, not subject to reimbursement.

(3) Travel authorizations will not authorize the member to ship household goods at government expense.

(4) Transfers must be effected during a period of leave and no proceed or travel time is authorized.

(5) Members serving on TEM DU HUMS will not be authorized per diem at their TEM DU stations.

(6) All travel authorizations for TEM DU HUMS will contain the following statement:

"THIS PERMISSIVE TRAVEL ORDER IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR TRANSPORTATION, PER DIEM, OR MISCELLANEOUS EXPENSES IN CONNECTION WITH EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS PERMISSIVE TRAVEL ORDER AND IT WILL BE CONSIDERED CANCELED."

b. **Directive (Cost) Orders.** Directive (cost) orders will be issued when a member is being permanently reassigned and the following conditions are met:

(1) The member is being assigned to a vacant billet requiring member's rank/rate or designator/navy enlisted classification code (NEC).

(2) The member has been assigned at the current duty station 1 year or more.

22. **Extension of TEMDU HUMS.** Requests for extension of TEMDU HUMS will be granted on a case-by-case basis. Requests must be submitted at least 1 month prior to expiration of current TEMDU HUMS assignment and will utilize the same format prescribed above. They will be forwarded by the command to which the member is attached for TEMDU HUMS, to NAVPERSCOM. It is essential that included substantiation be current. An availability report will be enclosed with the extension request.

23. **Administration of Members on TEMDU HUMS**

a. Activities receiving members on board for TEMDU HUMS will enter them immediately on the personnel diary per 1080 #1 UM-20 (DMRSMAN), in a TEMDU status.

b. 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 TEMDU HUMS will promptly submit an availability report to NAVPERSCOM or NAVRESPERSCEN as appropriate.

24. **Members on TEMDU HUMS Desiring to Remain on Active Duty**

a. **Officers.** Officers who desire to remain on active duty will forward their requests to NAVPERSCOM (assignment officer), via their COs, 6 weeks prior to completion of the assignment.
NOTE: Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, retention on active duty will normally not be authorized.

b. **Enlisted.** Enlisted members will not be allowed to reenlist or voluntarily extend their enlistment unless specifically authorized by NAVPERSCOM.

(1) This restriction is applicable to members whose enlistment, or enlistment as extended, expires within 6 months after PRD of TEMDU HUMS assignment. Prior to obligating for further assignment, such members must be authorized per the following:

(2) Members who desire to reenlist or extend their enlistment shall forward their requests to NAVPERSCOM (PERS-40HH), via their CO, 6 weeks prior to completion of assignment.

(3) Unless the hardship, which generated the TEMDU HUMS, has been alleviated or has ceased to exist, reenlistment or extension will normally not be authorized.

(4) When NAVPERSCOM has directed the CO to make a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry, stating that a member's record is to be flagged and that member is not to be reenlisted or extended on active duty without prior NAVPERSCOM (PERS-40HH) approval, the following applies:

(a) Such an entry does not automatically preclude the member's reenlistment, but is intended to require NAVPERSCOM to reevaluate cases which involve hardships of sufficient duration to jeopardize the member's future assignability.

(b) If the member does not desire reenlistment and is separated at EAOS, COs shall ensure that reenlistment code RE-4 is issued unless otherwise directed by NAVPERSCOM.

25. **Reassignment of Members at Expiration of TEMDU HUMS**

a. Members on TEMDU HUMS will be considered for reassignment approximately 1 month prior to the scheduled completion of their temporary assignments.

b. Six weeks prior to the member's PRD, activities will interview the member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

EXHIBT 1

BASIC LETTER FOR HUMS REASSIGNMENT/EXTENSION

(Use the proper letter format containing the following.)

From:
To: Navy Personnel Command (PERS-40HH for enlisted members,
PERS-4 for officers)
Via: Commanding Officer,
Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN
REASONS (HUMS)
Ref: (a) MILPERSMAN 1300-500
Encl: (1) Copy of updated NAVPERS 1070/602 (Rev. 7-72),
Dependency Application/Record of Emergency Data
(2) Complete copies with all enclosures of any previous
requests submitted for HUMS reassignment or
hardship discharge (if applicable)

(List all letters/documents as individual enclosures.)

1. Request: It is requested that I be assigned/extended in the area of () for (temporary duty (TEM DU) humanitarian reasons (HUMS)/normal tour of shore duty/special shore 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: (A detailed description of what has been done to alleviate this hardship/humanitarian problem, prior to submission of this request.)

c. How applicant expects to alleviate or resolve the hardship if request is approved: (A brief statement outlining how reassignment of the member will either alleviate or resolve the hardship/humanitarian problem.)

EXHIBIT 1 (Continued)

2. Necessary information to facilitate decision:
 - a. Names, addresses, and ages of the member and dependent(s).
 - b. Names, addresses, and ages of all other immediate family member(s): (Parents, brothers, and sisters are to be listed regardless of location.)
 - c. Location of household goods and rough estimate of total weight.
 - d. Member's work and home area code and telephone number.
 - e. Attending physician's name, area code, and telephone number.
 - f. Dates of any previous requests for reassignment for HUMS and/or release from active duty, or resignation for HUMS.
 - g. "I understand that if my request for TEMDU HUMS is granted, my assignment will be effected at no cost to the government and I am aware of the restrictions stated in MILPERSMAN 1300-500."
 - h. Hardship discharge statement: "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200, I desire/do not desire release from active duty, resignation, or retirement should this request for reassignment/extension for HUMS be denied." If member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within 6 months of eligibility for retirement or transfer to the Fleet Reserve, include statement: "I desire/do not desire consideration for retirement or transfer to the Fleet Reserve should this request for reassignment/extension be denied."
 - i. Include application for retirement or Fleet Reserve as an enclosure if member desires consideration.
 - j. Location of records and personal effects.

EXHIBIT 1 (Continued)

3. PRIVACY ACT STATEMENT.

The authority to request this information is derived from 5 U.S.C. 301 and 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 an inability to process the request and the member will not be able to receive the requested status.

Member's Signature

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

EXHIBIT 2

CO'S ENDORSEMENT OF HUMS REASSIGNMENT/EXTENSION REQUEST
(Use the proper letter format containing the following.)

FIRST ENDORSEMENT on (Basic letter - completely identified.)

From: Commanding Officer,
To: Navy Personnel Command (PERS-40HH for enlisted members,
PERS-4 appropriate detailee for officers)

Subj: REQUEST FOR REASSIGNMENT/EXTENSION FOR HUMANITARIAN
REASONS (HUMS)

1. CO's recommendation. A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If, in the CO's opinion, assignment to temporary duty (TEMDU) humanitarian reasons (HUMS) and/or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action should be provided. The member's performance of duty should not be the basis for recommending approval/disapproval, nor is that factor considered by the board.

2. CO's synopsis, assistance provided thus far, and other pertinent information. A brief synopsis of member's case and any new information not contained in the member's request, which was obtained from the CO's 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, health benefits counselor (HBC), Navy Wives Club, Navy Relief, American Red Cross, etc.). Ensure that these agencies, when appropriate, have been contacted to give assistance. Provide information if the member has required previous special consideration/leave, etc., due to this problem or similar circumstances.

3. Member's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance by Navy Personnel Command (NAVPERSCOM) until disciplinary action has been resolved.

4. Member'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.)

EXHIBIT 2 (Continued)

5. Miscellaneous personal data. If service record is not available, obtain data by interviewing member involved and so indicate in this paragraph.

a. Permanent duty station and date member reported on board, date member reported on board assisting command, or terminated leave (if applicable). Activity long title and UIC of assisting command (if applicable).

b. Active duty service date (ADSD):

c. Projected rotation date (PRD):

d. 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 member may be reached; whether or not leave extension has been requested; and status of request. If member is not on leave, but granting leave is anticipated, include the above data. Provide a statement of current leave balance.

e. Homeport or permanent duty station of ship or unit.

f. Activity data. If applicable, provide dates of forthcoming deployments or completion of deployments, changes in homeports, etc. **Do not classify.**

g. Separation activities. Whether or not the command assisting in the submission of the request has facilities to effect separation of the member and if not, the nearest separation activity.

h. Financial statement. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record.

i. Point of contact (POC). Name, telephone number (DSN/Commercial with area code), and E-Mail address.

C. WIRTZ

Copy to: EPMAC (for enlisted)
NAVRESPERSCEN