

NAVY SEPARATION MOVE INSTRUCTION

NAVY SEPARATION MOVE INSTRUCTION IS A CRITICAL PROCESS FOR ACTIVE-DUTY NAVY PERSONNEL TRANSITIONING FROM MILITARY SERVICE TO CIVILIAN LIFE. THIS COMPREHENSIVE GUIDE COVERS THE ESSENTIAL STEPS INVOLVED IN A NAVY SEPARATION MOVE INSTRUCTION, INCLUDING ELIGIBILITY CRITERIA, REQUIRED PAPERWORK, ENTITLEMENTS, AND RELOCATION ASSISTANCE. UNDERSTANDING THE SEPARATION MOVE INSTRUCTIONS ENSURES SERVICE MEMBERS RECEIVE THEIR ENTITLED BENEFITS AND SMOOTHLY MANAGE THEIR PERMANENT CHANGE OF STATION (PCS) ORDERS DURING SEPARATION. THIS ARTICLE ALSO EXPLORES COMMON CHALLENGES FACED DURING THE SEPARATION MOVE AND OFFERS PRACTICAL ADVICE TO EASE THE TRANSITION. THE DETAILED INSTRUCTIONS PROVIDED HERE AIM TO HELP NAVY PERSONNEL NAVIGATE THE COMPLEXITIES OF SEPARATION MOVES WITH CONFIDENCE AND CLARITY.

- OVERVIEW OF NAVY SEPARATION MOVE INSTRUCTION
- ELIGIBILITY AND TYPES OF SEPARATION MOVES
- REQUIRED DOCUMENTATION AND PROCESSING STEPS
- ENTITLEMENTS AND BENEFITS FOR SEPARATION MOVES
- RELOCATION ASSISTANCE AND TRANSPORTATION ARRANGEMENTS
- COMMON CHALLENGES AND TIPS FOR A SUCCESSFUL MOVE

OVERVIEW OF NAVY SEPARATION MOVE INSTRUCTION

THE NAVY SEPARATION MOVE INSTRUCTION OUTLINES THE POLICIES AND PROCEDURES GOVERNING THE RELOCATION OF NAVY PERSONNEL UPON SEPARATION FROM ACTIVE DUTY. IT ENSURES THAT SERVICE MEMBERS RECEIVE THE NECESSARY SUPPORT TO MOVE THEIR HOUSEHOLD GOODS AND THEMSELVES TO A DESIGNATED LOCATION, OFTEN THEIR HOME OF RECORD OR ANOTHER APPROVED DESTINATION. THIS INSTRUCTION IS PART OF THE BROADER SEPARATION PROCESS AND IS GOVERNED BY THE DEPARTMENT OF DEFENSE (DoD) AND NAVY REGULATIONS. UNDERSTANDING THESE INSTRUCTIONS IS ESSENTIAL FOR SERVICE MEMBERS TO CLAIM THEIR RIGHTFUL MOVING BENEFITS AND COMPLY WITH NAVY REGULATIONS DURING SEPARATION.

PURPOSE OF SEPARATION MOVE INSTRUCTIONS

THE PRIMARY PURPOSE OF THE NAVY SEPARATION MOVE INSTRUCTION IS TO FACILITATE AN ORDERLY, EFFICIENT, AND FAIR RELOCATION PROCESS FOR SEPARATING PERSONNEL. IT PROVIDES DETAILED GUIDANCE ON HOW TO REQUEST AND EXECUTE A SEPARATION MOVE, INCLUDING TIMELINES, ENTITLEMENTS, AND NECESSARY APPROVALS. THIS ENSURES CONSISTENCY ACROSS THE NAVY AND HELPS PREVENT DELAYS OR MISUNDERSTANDINGS THAT COULD NEGATIVELY AFFECT THE TRANSITION EXPERIENCE.

SCOPE OF APPLICATION

THESE INSTRUCTIONS APPLY TO ALL ACTIVE-DUTY NAVY MEMBERS WHO ARE SEPARATING, RETIRING, OR TRANSITIONING TO THE SELECTED RESERVE, COVERING BOTH VOLUNTARY AND INVOLUNTARY SEPARATIONS. THE INSTRUCTIONS ALSO CLARIFY ELIGIBILITY FOR SEPARATION MOVE BENEFITS BASED ON THE TYPE OF SEPARATION AND THE MEMBER'S SPECIFIC CIRCUMSTANCES.

ELIGIBILITY AND TYPES OF SEPARATION MOVES

NOT ALL SEPARATING NAVY PERSONNEL QUALIFY FOR A SEPARATION MOVE UNDER THE SAME CONDITIONS. ELIGIBILITY DEPENDS

ON VARIOUS FACTORS SUCH AS LENGTH OF SERVICE, TYPE OF DISCHARGE, AND DESTINATION OF THE MOVE. UNDERSTANDING THESE CRITERIA IS CRUCIAL TO ENSURE ENTITLEMENT TO SEPARATION MOVE BENEFITS.

ELIGIBILITY CRITERIA

TYPICALLY, SERVICE MEMBERS WHO HAVE COMPLETED AT LEAST 180 DAYS OF ACTIVE DUTY AND ARE RECEIVING AN HONORABLE OR GENERAL DISCHARGE ARE ELIGIBLE FOR SEPARATION MOVE BENEFITS. THOSE RETIRING FROM ACTIVE DUTY ARE ALSO ELIGIBLE FOR RELOCATION ASSISTANCE. CONVERSELY, PERSONNEL DISCHARGED UNDER LESS THAN HONORABLE CONDITIONS OR ADMINISTRATIVE SEPARATIONS MAY NOT QUALIFY FOR FULL SEPARATION MOVE ENTITLEMENTS.

TYPES OF SEPARATION MOVES

THE NAVY RECOGNIZES SEVERAL TYPES OF SEPARATION MOVES, INCLUDING:

- **HOME OF RECORD (HOR) MOVE:** RETURNING TO THE MEMBER'S ORIGINAL HOME OF RECORD PRIOR TO SERVICE.
- **HOMEPORT MOVE:** MOVING TO THE LOCATION DESIGNATED AS THE MEMBER'S NEW PERMANENT RESIDENCE POST-SEPARATION.
- **DEPENDENT-RESTRICTED MOVE:** IN CASES WHERE DEPENDENTS ARE NOT AUTHORIZED TO MOVE, THE MEMBER MAY MOVE WITHOUT DEPENDENTS.

THE TYPE OF MOVE AUTHORIZED IMPACTS THE ENTITLEMENTS AND THE LOGISTICS INVOLVED IN THE SEPARATION MOVE PROCESS.

REQUIRED DOCUMENTATION AND PROCESSING STEPS

EXECUTING A NAVY SEPARATION MOVE REQUIRES THOROUGH DOCUMENTATION AND ADHERENCE TO SPECIFIC PROCESSING STEPS. PROPER PAPERWORK ENSURES THE MOVE IS AUTHORIZED AND FUNDED ACCORDING TO NAVY REGULATIONS.

KEY DOCUMENTS REQUIRED

SEVERAL FORMS AND DOCUMENTS ARE NECESSARY TO PROCESS A SEPARATION MOVE, INCLUDING BUT NOT LIMITED TO:

- PERMANENT CHANGE OF STATION (PCS) ORDERS INDICATING SEPARATION MOVE INSTRUCTIONS.
- DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.
- MOVING EXPENSE CLAIM FORMS SUCH AS DD FORM 1351-2 (TRAVEL VOUCHER/EXPENSE REPORT).
- HOUSEHOLD GOODS (HHG) WEIGHT TICKETS AND INVENTORY LISTS.

COMPLETING AND SUBMITTING THESE DOCUMENTS ON TIME IS ESSENTIAL FOR RECEIVING MOVE BENEFITS WITHOUT DELAY.

PROCESSING AND APPROVAL STEPS

THE SEPARATION MOVE PROCESS TYPICALLY FOLLOWS THESE STEPS:

1. RECEIVE OFFICIAL PCS ORDERS WITH SEPARATION MOVE INSTRUCTIONS.

2. COORDINATE WITH THE LOCAL TRANSPORTATION OFFICE (TO) OR PERSONAL PROPERTY OFFICE (PPO) TO SCHEDULE THE MOVE.
3. SUBMIT REQUIRED DOCUMENTATION FOR MOVE AUTHORIZATION AND FUNDING.
4. ARRANGE FOR HOUSEHOLD GOODS PACKING AND TRANSPORTATION.
5. COMPLETE TRAVEL VOUCHER AND MOVE EXPENSE CLAIMS AFTER RELOCATION.

TIMELY COORDINATION WITH ADMINISTRATIVE AND TRANSPORTATION PERSONNEL IS CRITICAL TO AVOID COMPLICATIONS.

ENTITLEMENTS AND BENEFITS FOR SEPARATION MOVES

SEPARATION MOVE ENTITLEMENTS ARE DESIGNED TO OFFSET THE COSTS ASSOCIATED WITH RELOCATING AT THE END OF A NAVY CAREER. THESE BENEFITS VARY DEPENDING ON THE MEMBER'S STATUS AND MOVE TYPE BUT GENERALLY INCLUDE TRANSPORTATION AND SHIPMENT OF HOUSEHOLD GOODS.

TRANSPORTATION OF HOUSEHOLD GOODS

ELIGIBLE SERVICE MEMBERS ARE ENTITLED TO THE SHIPMENT OF THEIR HOUSEHOLD GOODS WITHIN AUTHORIZED WEIGHT LIMITS. THE NAVY COVERS THE COST OF PACKING, TRANSPORTING, AND UNPACKING THESE GOODS, EITHER THROUGH GOVERNMENT-CONTRACTED MOVERS OR REIMBURSEMENT IF PERSONALLY ARRANGED. WEIGHT ALLOWANCES ARE BASED ON RANK AND FAMILY STATUS.

TRAVEL AND PER DIEM ALLOWANCES

IN ADDITION TO HOUSEHOLD GOODS SHIPMENT, MEMBERS MAY RECEIVE TRAVEL ALLOWANCES TO COVER TRANSPORTATION COSTS FOR THEMSELVES AND AUTHORIZED DEPENDENTS. PER DIEM ALLOWANCES MAY ALSO BE PROVIDED TO COVER LODGING AND MEALS DURING TRAVEL, SUBJECT TO THE JOINT TRAVEL REGULATIONS (JTR).

STORAGE AND TEMPORARY LODGING

WHEN IMMEDIATE RESIDENCE AT THE DESTINATION IS NOT AVAILABLE, TEMPORARY STORAGE OF HOUSEHOLD GOODS OR TEMPORARY LODGING ALLOWANCES MAY BE AUTHORIZED. THESE ENTITLEMENTS HELP EASE THE TRANSITION DURING GAPS IN HOUSING AVAILABILITY.

RELOCATION ASSISTANCE AND TRANSPORTATION ARRANGEMENTS

RELOCATION ASSISTANCE IS A CRUCIAL COMPONENT OF THE NAVY SEPARATION MOVE INSTRUCTION, PROVIDING GUIDANCE AND SUPPORT SERVICES TO EASE THE MOVING PROCESS. THIS INCLUDES COORDINATING TRANSPORTATION, PACKING SERVICES, AND COUNSELING ON RELOCATION BENEFITS.

ROLE OF TRANSPORTATION OFFICES

LOCAL TRANSPORTATION OFFICES OR PERSONAL PROPERTY OFFICES ARE RESPONSIBLE FOR MANAGING THE LOGISTICS OF SEPARATION MOVES. THEY ASSIST IN SCHEDULING MOVES, ARRANGING SHIPMENTS, AND ADDRESSING MEMBER INQUIRIES. EARLY CONTACT WITH THESE OFFICES ENSURES SMOOTHER PROCESSING AND ACCESS TO AVAILABLE RESOURCES.

USING GOVERNMENT VS. PERSONALLY ARRANGED MOVES

SEPARATING MEMBERS CAN CHOOSE BETWEEN GOVERNMENT-ARRANGED MOVES USING AUTHORIZED CARRIERS OR PERSONALLY ARRANGING THEIR MOVE AND SEEKING REIMBURSEMENT. GOVERNMENT-ARRANGED MOVES MINIMIZE UPFRONT COSTS AND ADMINISTRATIVE BURDEN BUT REQUIRE ADHERENCE TO SPECIFIC SCHEDULING AND CARRIER GUIDELINES. PERSONALLY ARRANGED MOVES PROVIDE FLEXIBILITY BUT REQUIRE CAREFUL DOCUMENTATION FOR REIMBURSEMENT.

ADDITIONAL RELOCATION RESOURCES

THE NAVY OFFERS RELOCATION ASSISTANCE PROGRAMS, INCLUDING COUNSELING SERVICES AND ONLINE TOOLS, TO HELP MEMBERS PLAN THEIR MOVE. THESE RESOURCES PROVIDE INFORMATION ON HOUSING OPTIONS, FINANCIAL PLANNING, AND COMMUNITY INTEGRATION AT THE NEW LOCATION.

COMMON CHALLENGES AND TIPS FOR A SUCCESSFUL MOVE

SEPARATION MOVES CAN PRESENT VARIOUS CHALLENGES, FROM PAPERWORK DELAYS TO LOGISTICAL COMPLICATIONS. AWARENESS OF COMMON ISSUES AND PROACTIVE PLANNING CAN MITIGATE STRESS AND ENSURE A SUCCESSFUL TRANSITION.

COMMON CHALLENGES

- DELAYS IN PROCESSING PCS ORDERS OR MOVE AUTHORIZATIONS.
- WEIGHT LIMIT RESTRICTIONS LEADING TO EXCESS COST LIABILITY.
- SCHEDULING CONFLICTS WITH GOVERNMENT MOVERS.
- INADEQUATE UNDERSTANDING OF ENTITLEMENTS AND DOCUMENTATION REQUIREMENTS.

TIPS FOR NAVIGATING SEPARATION MOVES

1. INITIATE MOVE PLANNING AS SOON AS SEPARATION ORDERS ARE RECEIVED.
2. MAINTAIN ORGANIZED RECORDS OF ALL DOCUMENTS AND COMMUNICATIONS.
3. CONSULT TRANSPORTATION OFFICE PERSONNEL EARLY FOR GUIDANCE AND SCHEDULING.
4. UNDERSTAND WEIGHT ALLOWANCES AND PLAN HOUSEHOLD GOODS ACCORDINGLY.
5. KEEP COPIES OF ALL RECEIPTS AND VOUCHERS FOR REIMBURSEMENT CLAIMS.

BY FOLLOWING THESE BEST PRACTICES, SERVICE MEMBERS CAN REDUCE THE RISK OF COMPLICATIONS AND ENJOY A SMOOTHER TRANSITION FROM ACTIVE DUTY TO CIVILIAN LIFE.

FREQUENTLY ASKED QUESTIONS

WHAT IS A NAVY SEPARATION MOVE INSTRUCTION?

A NAVY SEPARATION MOVE INSTRUCTION IS A SET OF GUIDELINES AND AUTHORIZATION PROVIDED TO SERVICE MEMBERS WHO ARE SEPARATING FROM ACTIVE DUTY, ALLOWING THEM TO RELOCATE THEIR HOUSEHOLD GOODS TO A NEW RESIDENCE.

WHO IS ELIGIBLE FOR A NAVY SEPARATION MOVE INSTRUCTION?

NAVY PERSONNEL WHO ARE RETIRING, RESIGNING, OR COMPLETING THEIR ACTIVE DUTY SERVICE AND ARE ENTITLED TO RELOCATION BENEFITS ARE ELIGIBLE FOR A SEPARATION MOVE INSTRUCTION.

HOW DO I REQUEST A NAVY SEPARATION MOVE INSTRUCTION?

YOU CAN REQUEST A SEPARATION MOVE INSTRUCTION THROUGH YOUR COMMAND'S ADMINISTRATIVE OR PERSONNEL OFFICE, TYPICALLY BY SUBMITTING A DD FORM 2648 OR SEPARATION PAPERWORK THAT INITIATES THE PROCESS.

WHAT DOCUMENTS ARE REQUIRED TO PROCESS A NAVY SEPARATION MOVE INSTRUCTION?

REQUIRED DOCUMENTS OFTEN INCLUDE YOUR ORDERS, SEPARATION PAPERWORK, DD FORM 214, AND ANY RELOCATION AUTHORIZATIONS PROVIDED BY YOUR COMMAND.

CAN I USE A SEPARATION MOVE INSTRUCTION TO MOVE MY FAMILY MEMBERS AND PETS?

YES, SEPARATION MOVE INSTRUCTIONS GENERALLY COVER HOUSEHOLD GOODS AND AUTHORIZED DEPENDENTS, BUT SPECIFIC POLICIES REGARDING PETS VARY AND SHOULD BE CONFIRMED WITH THE TRANSPORTATION OFFICE.

IS THERE A TIME LIMIT TO USE THE NAVY SEPARATION MOVE INSTRUCTION AFTER SEPARATION?

YES, TYPICALLY THERE IS A TIME LIMIT, OFTEN 1 YEAR FROM THE DATE OF SEPARATION, WITHIN WHICH YOU MUST COMPLETE YOUR MOVE, BUT YOU SHOULD VERIFY THE EXACT TIMEFRAME WITH YOUR COMMAND OR TRANSPORTATION OFFICE.

ARE THERE WEIGHT LIMITS ON HOUSEHOLD GOODS WHEN USING A NAVY SEPARATION MOVE INSTRUCTION?

YES, THERE ARE WEIGHT LIMITS BASED ON YOUR RANK AND ENTITLEMENT, SIMILAR TO PERMANENT CHANGE OF STATION (PCS) MOVES, WHICH ARE DETAILED IN THE JOINT TRAVEL REGULATIONS.

CAN I SHIP A VEHICLE USING MY NAVY SEPARATION MOVE INSTRUCTION?

VEHICLE SHIPMENT MAY BE AUTHORIZED UNDER CERTAIN CONDITIONS, BUT IT IS SUBJECT TO SPECIFIC RULES AND APPROVAL; YOU SHOULD CONSULT YOUR TRANSPORTATION OFFICE FOR GUIDANCE.

WHO CAN I CONTACT FOR ASSISTANCE WITH MY NAVY SEPARATION MOVE INSTRUCTION?

YOU CAN CONTACT YOUR COMMAND'S PERSONNEL OFFICE, THE NAVY TRANSPORTATION OFFICE, OR THE MOVE.MIL HELPDESK FOR ASSISTANCE AND DETAILED INFORMATION REGARDING YOUR SEPARATION MOVE.

ADDITIONAL RESOURCES

1. *NAVY SEPARATION AND TRANSITION GUIDE: A COMPREHENSIVE HANDBOOK*

THIS GUIDE PROVIDES DETAILED INSTRUCTIONS FOR NAVY PERSONNEL PREPARING FOR SEPARATION OR RETIREMENT. IT COVERS THE NECESSARY FORMS, DEADLINES, AND BENEFITS ASSOCIATED WITH TRANSITIONING OUT OF ACTIVE DUTY. READERS WILL FIND HELPFUL CHECKLISTS AND TIPS FOR A SMOOTH MOVE AND SUCCESSFUL REINTEGRATION INTO CIVILIAN LIFE.

2. *THE MILITARY MOVE: NAVIGATING NAVY SEPARATION AND RELOCATION*

FOCUSED ON THE LOGISTICS OF RELOCATION, THIS BOOK OFFERS STEP-BY-STEP GUIDANCE FOR NAVY SERVICE MEMBERS MOVING DURING OR AFTER SEPARATION. IT EXPLAINS ENTITLEMENTS RELATED TO HOUSEHOLD GOODS SHIPMENTS, TRAVEL ALLOWANCES, AND STORAGE OPTIONS. THE AUTHOR ALSO ADDRESSES COMMON CHALLENGES FACED DURING THE TRANSITION.

3. *TRANSITIONING FROM NAVY TO CIVILIAN LIFE: A PRACTICAL GUIDE*

THIS BOOK EMPHASIZES THE EMOTIONAL AND PRACTICAL ASPECTS OF LEAVING THE NAVY. IT INCLUDES STRATEGIES FOR CAREER PLANNING, RESUME BUILDING, AND EDUCATION OPPORTUNITIES POST-SEPARATION. ADDITIONALLY, IT OUTLINES THE SEPARATION PROCESS AND MILITARY BENEFITS THAT SUPPORT VETERANS.

4. *OFFICIAL NAVY SEPARATION MOVE INSTRUCTIONS: POLICIES AND PROCEDURES*

AN AUTHORITATIVE MANUAL COMPILING OFFICIAL NAVY REGULATIONS AND POLICIES REGARDING SEPARATION MOVES. THE BOOK BREAKS DOWN THE PAPERWORK REQUIREMENTS AND TIMELINES FOR VARIOUS TYPES OF SEPARATIONS. IT IS AN ESSENTIAL RESOURCE FOR UNDERSTANDING THE FORMAL PROCESS AND ENSURING COMPLIANCE.

5. *RELOCATION AND REINTEGRATION: A NAVY VETERAN'S GUIDE TO MOVING AFTER SERVICE*

THIS GUIDE ADDRESSES BOTH THE PHYSICAL MOVE AND SOCIAL REINTEGRATION CHALLENGES FACED BY NAVY VETERANS. IT OFFERS ADVICE ON CHOOSING A NEW HOME, MANAGING FINANCES DURING THE MOVE, AND ACCESSING VETERAN SUPPORT SERVICES. THE BOOK ALSO COVERS HOUSING BENEFITS AND COMMUNITY RESOURCES.

6. *MOVING ON: A STEP-BY-STEP NAVY SEPARATION MOVE PLANNER*

DESIGNED AS A PLANNER, THIS BOOK PROVIDES TEMPLATES, CHECKLISTS, AND SCHEDULES TO ORGANIZE EVERY ASPECT OF A NAVY SEPARATION MOVE. IT HELPS READERS TRACK APPOINTMENTS, DOCUMENT SUBMISSIONS, AND SHIPMENT ARRANGEMENTS. THE PLANNER FORMAT ASSISTS IN REDUCING STRESS AND IMPROVING TIME MANAGEMENT.

7. *UNDERSTANDING YOUR NAVY SEPARATION ENTITLEMENTS*

THIS TITLE FOCUSES ON THE FINANCIAL AND LOGISTICAL BENEFITS AVAILABLE TO DEPARTING NAVY PERSONNEL. TOPICS INCLUDE TRAVEL REIMBURSEMENTS, RELOCATION ALLOWANCES, AND HOUSEHOLD GOODS SHIPMENT ENTITLEMENTS. IT ALSO EXPLAINS ELIGIBILITY CRITERIA AND HOW TO APPLY FOR VARIOUS BENEFITS.

8. *FROM SEA TO SHORE: MANAGING YOUR NAVY SEPARATION MOVE*

HIGHLIGHTING THE TRANSITION FROM ACTIVE DUTY TO CIVILIAN LIVING, THIS BOOK COVERS THE PRACTICALITIES OF MOVING HOUSEHOLD GOODS, FINALIZING MILITARY HOUSING, AND SETTING UP NEW RESIDENCES. IT PROVIDES EXPERT ADVICE ON SELECTING MOVING COMPANIES AND UNDERSTANDING MILITARY MOVE CONTRACTS.

9. *THE COMPLETE GUIDE TO NAVY SEPARATION AND PCS MOVES*

COMBINING INFORMATION ON PERMANENT CHANGE OF STATION (PCS) AND SEPARATION MOVES, THIS COMPREHENSIVE GUIDE ADDRESSES ALL PHASES OF NAVY RELOCATIONS. IT INCLUDES TIPS ON PACKING, TRAVEL ARRANGEMENTS, AND COORDINATING WITH NAVY PERSONNEL OFFICES. READERS GAIN INSIGHT INTO BOTH CAREER PROGRESSION AND RETIREMENT MOVES.

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