

MILPERSMAN 1910-164

SEPARATION BY REASON OF BEST INTEREST OF THE SERVICE (BIOTS)

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1. Policy and Guidance

a. Only Secretary of the Navy (SECNAV) can approve a best interest of the service (BIOTS) separation. SECNAV may direct a BIOTS separation of any member prior to expiration of service (EOS) after determining such separation is in the BIOTS.

b. BIOTS processing is only appropriate when the member does not meet the minimum criteria for processing for any other reason.

c. Commands must contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Personnel Branch (PERS-913) prior to processing to ensure BIOTS is the most appropriate reason for separation processing.

2. Procedures. The notice of Notification Procedure (MILPERSMAN 1910-402), with the following modifications will be used:

a. Delete the option of electing an administrative board;
and

b. Ensure reason for processing cited in the Notification Procedure clearly explains

(1) the specific circumstances, acts, or omissions alleged;

(2) why separation is in the best interest of Naval Service; and

(3) why no other reason for separation is considered appropriate.

3. **Characterization of Service.** The characterization of service is **General (Under Honorable Conditions) (GEN)** , unless an **Entry Level Separation (ELS)** is required in MILPERSMAN 1910-308, or **Honorable (HON)** per MILPERSMAN 1910-300 to 1910-306.