

MILPERSMAN 1910-010

ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION

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References	(a) Uniform Code of Military Justice
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1. **Policy**. Navy policy is to promote readiness by maintaining high standards of conduct and performance. The enlisted separation policy promotes readiness by providing a means to

a. judge the suitability of persons to serve on the basis of their conduct and their ability to meet the required standards of performance,

b. maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service,

c. achieve authorized force levels and grade distributions, and

d. provide for the administrative separation of enlisted personnel in a variety of circumstances.

2. **Concept**

a. Enlisting in the Navy involves commitment to the United States, the service, and one's fellow citizens and Service members in order to complete a successful period of obligated service (OBLISERV). Early separation for failure to meet these required standards of performance or discipline represents a failure to fulfill that commitment.

b. When persons enter the service, Navy invests substantial resources in their training, equipment, and related expenses.

Separation prior to completion of OBLISERV represents a loss of this investment and requires increased accessions. Conversely, retaining individuals in the Naval Service who do not conform to naval standards of conduct, discipline, and performance creates waste in terms of pay and administrative efforts, degradation of morale, and substandard mission performance. Both situations represent an inefficient use of limited defense resources; therefore, every reasonable effort must be made to

(1) identify, in a timely manner, members who exhibit a likelihood for early separation; and

(a) either improve their chances of retention through counseling, retraining, and rehabilitation; or

(b) separate promptly those members who do not demonstrate potential for further services; and

(2) recoup, pro rata, money expended for paid bonuses and/or education/training funds paid to a member in return for extending a service obligation when that service is administratively terminated prior to successful completion.

3. **Completion of Total Military Obligation.** Members separated from active duty or from the Selected Reserve (SELRES) who have any potential for future mobilization will normally be transferred to the Individual Ready Reserve (IRR) to complete the remainder of their military obligation. The following individuals will not be transferred to the IRR:

a. Members whose service is characterized as Under Other Than Honorable, or

b. Members with medical problems that would prevent them from meeting mobilization requirements.

4. **Processing Time Goals.** Every effort should be made to adhere to the following time goals for processing separations. Failure to meet these goals is not a bar to separation or type of characterization.

WHEN the member	THEN the member should be separated within
is not entitled to, or waives an Administrative Board,	15 working days of notification.
elects an Administrative Board,	50 working days of notification.

5. Periodic Explanation

a. An explanation shall be given to all enlisted members concerning

(1) **types** of separations;

(2) **basis** for separation issuance;

(3) **possible** effects of various actions upon reenlistment, civilian employment, veterans' benefits, and related matters; and

(4) **denial** of certain benefits to members who fail to complete at least 2 years of an original enlistment.

b. Such explanation may be provided in the form of a written fact sheet or similar document. The periodic explanation shall take place at least each time provisions of reference (a) are explained under reference (a), article 137.

c. The requirement that the effect of the various types of separations be explained is a command responsibility, not a procedural entitlement. Failure on the part of the member to receive or to understand such explanation is not a bar to separation or characterization.

6. Information during Processing

a. During separation processing, information concerning the purpose and authority of the Board for Correction of Naval Records (BDCNR) (see MILPERSMAN 1000-150) and the Naval Discharge Review Board (NDRB) (see MILPERSMAN 1000-160) shall be provided to all members, except when the separation is for an immediate reenlistment. Specific counseling is also required which states that an Under Other Than Honorable Discharge, resulting from a period of continuous, unauthorized absence of 180 days or more, is a conditional bar to benefits administered by the Department of Veterans Affairs, notwithstanding any action by NDRB or BDCNR.

b. The information required by this paragraph should be provided in the form of a written fact sheet or similar document. Failure on the part of the member to receive or to understand such explanation is not a bar to separation or characterization.