

Admin Officer Guide: Officer Adverse and Separation Matters

INTRODUCTION

As the Administrative Officer, you may be called upon to advise command leadership on matters involving officer adverse actions and separations. These cases are complex, highly scrutinized, and require strict adherence to governing policy. On average, active adverse cases take 6–11 months to adjudicate. Timely coordination with PERS-834 and meticulous compliance with references are essential to ensuring due process while safeguarding the Navy's interests.

OVERVIEW

PERS-834 (Adverse Officer Matters and Unfavorable Separations Section) is responsible for reviewing adverse material before filing in an Officer's permanent record. Their scope includes:

- Requests for Detachment for Cause (DFC)
- Officer Performance and Separations for Cause
- Final Civil Action Reports (FCARs)
- Reports of Misconduct and Court-Martial
- Requests for Separation for Cause
- Requests for Qualified (Unfavorable) Resignations
- All adverse Fitness Reports require Flag endorsement with recommendation and inclusion of a Command POC.

ADMIN OFFICER ACTION

1. If an Officer is under investigation or pending possible disciplinary action, the command must send an email to PERS-834@navy.mil with the following info:
 - a. Full Name, Rank, Last 4 SSN, Designator
 - b. Nature of the alleged misconduct
 - c. Command POC (name, email, phone #) to interface with PERS-834. (normally COS, CO, XO, JAG, Senior Admin O).
 - d. Whether or not the member is currently in receipt of PCS/Separation orders or on a promotion list. PERS-834 will then flag the member's profile in the personnel system. This prevents PCS, Promotion, and separation (to include retirement).
 - e. Engage with TYCOM, ISIC, and Placement as necessary for manpower-related implications.
 - f. Maintain active communication with PERS-834 Action Officers at (901) 874-2087/3185/2092/2088/4043.

2. This does NOT appear in the Official Military Personnel File (OMPF). If the member has released orders, do NOT let them execute those orders. PERS-834 will examine if the orders need to be cancelled or held in abeyance.

a. Pre-Action Preparation. Consult a JAG and review any/all MILPERSMAN Articles and Instructions related to the action before pursuing punitive action. Advise leadership on potential impacts to Officer careers and timelines.

b. Submission Protocols. Submit all pre- and post-reports/questions to PERS-834@navy.mil.

Sanitize all submissions for PII. At a minimum, remove:

*First five digits of SSN

*Birthdates, home addresses, and personal phone numbers

*Ensure documentation is endorsed properly at the Flag level.

3. Special Separation Considerations

a. Personality/Adjustment Disorder. Command must specify how the condition impairs duty performance. Your Physical Evaluation Board Liaison Officer or Medical Officer will provide guidance and templates.

b. Loss of Security Clearance. Coordinate with PSAB (Personal Security Appeals Board) guidance. DONPSAB@NAVY.MIL.

c. Physical Fitness Assessment (PFA) Failures. Requires two notification letters; failures are counted by calendar year, not cycle. While failing two consecutive PRTs used to end a Navy career, new policy gives Commanding Officers (CO) more discretion to allow Officers to remain in service after a second failure, promotion may be held until the Officer passes a PRT. Inform PERS 834 if an Officer has failed two or more PFAs to hold promotion in abeyance.

d. In all cases, PERS-834 will generate NAVPERS 1910/31, Administrative Separation Processing Notice for all officers pending administrative separation processing. To initiate this process, the command is responsible for notifying PERS-834 of the case via Report of Substandard Performance. A template of the Report of Substandard Performance letter can be located on MyNavy HR (the link is in the reference section).

REFERENCES

BUPERSINST 1070.27E Electronic Military Personnel Record System Document Submission Guidelines

<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/BUPERSINST%201070.27.pdf?ver=xsnol9vck7fBWNm6GtGxSQ%3d%3d>

MILPERSMAN 1611-020 Requests for Detachment for Cause (DFC)

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1600Performance/1611-020.pdf?ver=9hWwoAj6QNOyUiHPSkYj8Q%3d%3d>

MILPERSMAN 1611-010 Officer Performance and Separations for Cause

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1600Performance/1611-010%20CH-69.pdf?ver=VnjDZ82SAp-sBQpOYgomuA%3d%3d>

MILPERSMAN 1920 (series) Officer Separations

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/1000-Military-Personnel/1900-Separation/>

MILPERSMAN 1301-227 Officer Special Assignments-Officer Without Security Clearances

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1300Assignment/1301-227.pdf?ver=RlZLhi1VSDpRXkQMthy4g%3D%3D>

PERS-83 Reporting Letter Templates

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Misconduct-Reporting/>