

# **ENLISTED SELRES COVID-19 ADMINISTRATIVE SEPARATION PACKAGE DOCUMENT CHECKLIST**

**Submit all required documentation to  
[913VACCINEADSEPS.FCT@navy.mil](mailto:913VACCINEADSEPS.FCT@navy.mil)**

**PERS-913 DOES NOT ACCEPT CLASSIFIED MATERIAL UNLESS PREVIOUSLY  
COORDNIATED WITH THE PERS-913 BRANCH HEAD.**

**\*\*ALL ADSEP PACKAGES ARE TO BE ROUTED THROUGH THE APPROPRIATE  
RESERVE COMPONENT COMMAND (RCC) ENROUTE TO PERS-913.\*\***

## **Procedure for submitting a package to PERS-913**

1. Use this checklist to determine the required documentation for your package. Specifically, refer to the sections of the checklist appropriate for your package. The checklist sections are listed below:

**Section 1:** Administrative Separation (ADSEP) General Requirements

**Section 2:** Requirements for cases in which an ADSEP board was held

**Section 3:** Requirements for cases involving a Physical Evaluation Board (PEB), Post Traumatic Stress Disorder (PTSD)/ Traumatic Brain Injury (TBI)

**Section 4:** Requirements for Requests to Transfer to the Fleet Reserve in lieu of ASDEP Board Processing

2. Merge required documents using Adobe Pro software into as few PDFs as possible commensurate with available bandwidth. For packages requiring more than one PDF due to size, label the PDFs using the Sailor's name and part number.
  - a. E.G. LN2 Smith Part 1, LN2 Smith Part 2 etc.
3. Submit Packages using the DOD SAFE Web Application:  
<https://safe.apps.mil/>

4. ALL DOD SAFE packages shall be submitted to  
[913VACCINEADSEPS.FCT@navy.mil](mailto:913VACCINEADSEPS.FCT@navy.mil).

Complete packages will receive a case number delivered to the sender and/or designated point of contact listed on the letter of transmittal via email.

Packages not compliant with applicable checklist (to include illegible pages/missing critical documentation or packages not routed through the command's RCC) as determined by PERS-913 will be returned to the sender without action.

**SECTION 1: Administrative Separation General Requirements**

- Correct version of the Letter of Transmittal (IAW MILPERSMAN 1910-600) found on the Enlisted Separations MyNavyHR web page.
  
- \*\*The Letter of Transmittal shall be signed by the CO or acting CO only. By Direction Letters of transmittal will not be accepted. \*\*
  
- ADSEP Processing notice (Admin Board or Notification Procedures) NAVPERS 1910/31 Rev 08-19
  - "Elect/Waive" blocks must have member's initials or "N/A".
  - Ensure ADSEP Processing notice has CO's (or designated command representative) and member signatures along with dates.
  
- All enclosures/exhibits, if noted in the Letter of Transmittal, ADSEP Processing notice, or Record of Proceedings, to include:
  - Medical waiver/Religious Accommodation request and response.
  - Member's statement (optional)
  - All applicable NAVPERS 1070/613 (rev 08-12), Administrative Remarks.

**NOTE: Ensure reasons for administrative separation and administrative board' votes match the Letter of Transmittal, Record of Proceedings, and Board Findings/Recommendation Sheet.**

**Section 2: Requirements for cases in which an ADSEP board was held**

- Record of Proceedings, (summary of what was said and actions of the admin board)
- Appointment letter (listing of board members)
- Correct version of the Board Findings/Recommendation Sheet (IAW MILPERSMAN 1910-516)
  - NOTE: Any Board Findings/Recommendation Sheet with the words "Do the Facts and Circumstances Warrant Separation" is not authorized.
  - Rate Grade Determination (RGD) when members are over 20 years of service **and** the board recommends separation.
  - Recommendation for separation/suspended separation **will** have a recommendation for member's characterization of service.
  - Verify if member's counsel does/does not intend to submit a Letter of Deficiency (LOD). If he/she does and the LOD is not present, justification is required.
  - Dissenting member's comments are optional. If comments are made, dissenting members' signatures are required!
  - Ensure that all board members' signatures are listed.

**SECTION 3: Requirements for cases involving a Physical Evaluation Board (PEB), Post Traumatic Stress Disorder (PTSD)/Traumatic Brain Injury (TBI)**

PTSD/TBI:

- Member must have medical documentation of a PTSD or TBI diagnosis from a Military Treatment Facility (MTF).
- If diagnosed, a memo from a clinical physician/psychologist/psychiatrist stating whether or not PTSD/TBI was a contributing factor in member's misconduct must be included. Memo template located on PERS-832 website.

PEB/MEB/DES:

- Verify if member is enrolled in the Disability Evaluation System (DES) if medical paperwork is present with the package.
- DES paperwork must have the date member was referred and the reason member was referred to the PEB, to include diagnosis(es).
- PEB Board final determination results:
  - Fit for duty
  - Unfit for duty w/disability percentage, recommendation for Permanent Disability Retirement List/Temporary Disability Retirement List, and diagnosis(es)
- Dual Processing Memo (if applicable)

\*\*ADSEP processing continues while the PEB is in progress. COVID-19 Consolidated Disposition Authority (CCDA) or higher SA will have the final decision on member's case.\*\*

**SECTION 4: Requirements for Requests to Transfer to the Fleet Reserve in lieu of ASDEP Board Processing**

- Command endorsement
- Notification of admin separation
- All applicable NAVPERS 1070/613, Administrative Remarks
- Member's request for waiver
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist stating whether or not PTSD/TBI or other mental health condition contributed/did not contribute to the member's misconduct. Memo template located on PERS-832 website.