1910

Ser date

FIRST ENDORSEMENT on (Rate/name/branch/Last 4 SSN) request of (date of request)) From: Commanding Officer/Commander

To: Commander, Navy Personnel Command (PERS-913)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) Uniform Code of Military Justice (UCMJ)

Encl: (1) NAVPERS 1910/31

# (2) NAVPERS 1070/613

1. SELRES ENLISTED COVID 19 ADSEP Checklist
2. Medical Waiver/Religious Accommodation request and response (if applicable)
3. PTSD/TBI Memo (if applicable)
4. Dual Processing Memo (if applicable)
5. Forwarded, recommending approval or disapproval. List all applicable articles the service member was notified for which meet minimum criteria.
6. Basic record data: Active duty start date; date of current enlistment; end of active obligation service (EAOS); intent to submit voluntary extension of EAOS; race; ethnicity; marital status and dependents; months on board; date and amount of most recent enlistment/reenlistment bonus; deployment status: deployed/pending deployment (number of months)/not deployed; is member pending orders (YES/NO/ NA); age; total service (active, inactive); participated in Montgomery GI Bill (YES/ NO/NA); specialized training (e.g. nuclear power).
7. Involvement with civilian authorities: (If none, so state; otherwise, provide details of events, circumstances, and facts surrounding offense(s); and action by civil authorities. Include citation of civil statute(s) violated, charge(s) on which arraigned and or pleaded guilty or tried and or convicted, and sentence of court (if any).)
8. Summary of military offense(s): (If none, so state; otherwise, list chronological date of nonjudicial punishment (NJP)/court-martial (CM), reason/offense, including the reference (a) article and specification; and in case of CM indicate date of convening authority final action (approved findings and sentences).)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

1. MILPERSMAN 1910-702 screening requirements.
   1. Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing? (Yes or No)
   2. Was member’s record screened for post-traumatic stress disorder (PTSD) and traumatic brain injury (TBI) (Yes or No)?
   3. Was member diagnosed with PTSD/TBI (Yes or No)?(if Yes provide enclosure (6))
   4. If yes, was PTSD/TBI determined to be a contributing factor (Yes or No)?
2. Psychiatric, medical and or PTSD/TBI evaluation complete or not applicable: (as required).
3. Most recent NAVPERS 1070/613 Administrative Remarks warning (critical if required under reason for processing):
4. Did the member request a medical waiver or religious accommodation (Yes or No) (if yes, include request and disposition in enclosure (4))
5. Commanding officer’s comments: (Provide a recommendation regarding whether member should be allowed to transfer in a current or reduced pay grade and characterization of service.)
6. Point of contact/location of command/telephone (DSN/COMM)/mail:

# SIGNATURE OF CO/ACTING (NOT BY DIRECTION)

Date

From: (Rate/name/branch/Last 4 SSN)

To: Commander, Navy Personnel Command (PERS-913)

Via: Commanding Officer/Commander

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION (ADSEP) BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) MILPERSMAN 1910-166

(b) MILPERSMAN 1820-020

(c) MILPERSMAN 1820-030

1. Per reference (a), I request that administrative separation (ADSEP) processing be waived in order to transfer to the Fleet Reserve/Retired Reserve. I understand that my request to transfer in my current pay grade may be accepted, or that the Secretary of the Navy (SECNAV) may approve my transfer in a reduced pay grade. I further

understand that this request does not preclude or suspend command disciplinary action. If my request is approved, I understand that I will be required to transfer to the Fleet Reserve/Retired Reserve, per reference (b) or (c), with an effective date directed by Navy Personnel Command.

1. I acknowledge that I have the right to present my case before an ADSEP board which has the prerogative of recommending to SECNAV that I retire in my current pay grade; that SECNAV may accept or reject the board’s recommendation; and that I expressly and knowingly waive that right.
2. If I am making this request following convening of an ADSEP board, I acknowledge that recommendation of the ADSEP board as to pay grade at retirement may be accepted or rejected at the discretion of SECNAV.
3. I understand that approval to transfer to the Fleet Reserve/Retired Reserve list is at the sole discretion of SECNAV, and I fully understand that my request may be disapproved.
4. With the foregoing knowledge of my rights and prerogative of SECNAV to determine pay grade at retirement, I request transfer to Fleet Reserve/Retired Reserve in pay

grade of .

1. Additionally, I understand that approval of this request may result in an Other Than Honorable (OTH) characterization of service.

SIGNATURE OF MEMBER