

ADMINISTRATIVE SEPARATION/DETACHMENT FOR CAUSE **PACKAGE DOCUMENT CHECKLIST**

Submit all required documentation to PERS832ADSEPS@navy.mil

**PERS-832 DOES NOT ACCEPT CLASSIFIED MATERIAL UNLESS PREVIOUSLY
COORDNIATED WITH THE PERS-832 Receiving Officer.**

Procedure for submitting a package to PERS-832

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: Detach for Cause (DFC) Requirements

Section 3: Requirements for cases involving court-martial, NJP, member's undergoing/underwent a Physical Evaluation Board, member's diagnosed with Post Traumatic Stress Disorder/Traumatic Brain Injury, or command investigations.

Section 4: Notification Reason (basis for ADSEP) Specific Requirements

Section 5: Adverse Information Requirements IAW MILPERSMAN 1616-040 and required documents for members separated by Special or General Court Martial Convening Authority (SPCMCA/GCMCA)

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 AMERDEC SAFE Web Application:
<https://safe.amrdec.army.mil/safe/Welcome.aspx>

4. ALL AMERDEC packages shall be submitted to
PERS832ADSEPS@navy.mil

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

Packages not compliant with this checklist (to include illegible pages or missing critical documentation) as determined by PERS-832 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)
- **Endorsements should match the number of vias in the CO's/OICs DFC request letter (i.e. 3 vias should have 3 endorsements). The CO's Letter of Transmittal shall be signed by the CO or acting CO only. By Direction Letters of transmittal will not be accepted. **

- Record of Proceedings (summary of what was said and actions of the admin board)
 - Cases involving child sexual abuse shall be verbatim

- Appointment letter (listing of board members)

- ADSEP Processing notice (Admin Board or Notification Procedures)
 - "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.

- 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.
- All enclosures/exhibits, if noted in the CO's Letter of Transmittal, ADSEP Processing notice, or Record of Proceedings, to include:
 - Court-martial paperwork
 - NJP paperwork
 - Navy Drug Screening Laboratory urinalysis reports for all drug cases
 - NCIS investigation
 - Command investigation/preliminary inquiry
 - Police Report
 - IG inspection/investigative report
 - Court adjudication/final disposition results
 - Family Advocacy Program (FAP) Clinical Case Staff Meeting (CCSM) and/or Incident Determination Committee (IDC) letters
 - Verification of FAP Treatment Completion certificate or letter
 - Level I through III Treatment Completion and After-Care letters
 - Drug and Alcohol Reports (DAR)
 - SITREP/OPREP messages should be included for all cases of sexual assault, sexual harassment, equal opportunity (EO) violations, etc.
 - For EO complaints, include a copy of the complaint
 - Member's statement (optional)

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

SECTION 2: Detachment for Cause (DFC) Packages must include:

- Correct version of the Letter of Transmittal (IAW MPM 1616-010)
- ****Endorsements should match the number of vias in the CO's/OICs DFC request letter (i.e. 3 vias should have 3 endorsements). The CO's Letter of Transmittal shall only be signed by the CO or acting CO only. By Direction Letters of transmittal will not be accepted.****
- Include member's last 5 enlisted performance evaluations. Additionally, include the enlisted performance evaluation report documenting the member's unsatisfactory behavior or performance (if applicable).

DFC request letter must contain the following:

- The basis for the request.
- A detailed statement of the circumstances leading to the DFC request, including a specific description of incident(s) and a chronology of events.
- In the case of unsatisfactory behavior or performance over a period of time, include a copy of the member's administrative counseling/warning (see MILPERSMAN 1910-204) and or LOI.
- A statement of disciplinary action taken or contemplated (if any).
- Whether administrative separation processing has been/will be initiated or not; if not, provide Commanding Officer's rationale for retention in the naval service.
- Location of member at the time of the DFC request (if not at parent command).

NOTE: All DFC requests require a flag officer endorsement.

- ****If ADSEP processing is mentioned in the letter, the command/NLSO/RLSO must provide the official notification and if possible, admin board date (if applicable).**
- ADSEP Processing notice (Admin Board or Notification Procedures)
 - o "Elect/Waive" blocks must have member's initials or "N/A".

- o Ensure ADSEP processing notice has CO's (or designated command representative) and member signatures along with dates.
- All enclosures, if noted in the CO's/OIC's DFC request letter, to include:
 - Court-martial package. See the "specific items" section under Courts-martial.
 - NJP package. See the "specific items" section under NJP. If no NJP was conducted, annotate in the request for DFC.
 - NCIS investigation
 - Command investigation/preliminary inquiry
 - Police Report
 - IG inspection/investigation
 - Court adjudication/final disposition results
 - NEC removal request
 - Letters of Instruction (LOI)/Non-punitive Letter of Caution (NPLOC)
 - Transfer to the Fleet Reserve date/message
 - Verify if member submitted statement if "yes/no" selection had not been selected.
 - Member's statement (optional)

SECTION 3: Cases involving court-martial, NJP, a Physical Evaluation Board (PEB), Post Traumatic Stress Disorder (PTSD)/ Traumatic Brain Injury (TBI), or when a command investigation was conducted, require the following:

Court-martial:

- **ADSEP/DFC:**
 - Court-martial charge sheet
 - Report of court-martial action
 - Any pre-trial agreement(s)
 - Convening authority's action
 - Prosecutorial merit review if conducted

NJP:

- **ADSEP/DFC:**
 - Complete NJP package (including NAVPERS 1626/7 (Report chit)), accused's acknowledgement of appeal rights, military suspect's acknowledgement and waiver of rights, accused's notification and election of rights, DRB results and NJP results and Court memorandum (Page 7 or Page 13).
 - For CPOs, SCPOs and MCPOs: Copy of the punitive letter of reprimand.
 - For NJP appeals: Member's NJP appeal, CO's endorsement, ISIC endorsement and Flag's final decision on member's NJP appeal.
 - If member refuses CO's NJP: Copy of accused's notification and election of rights with initials/date, member's consults with lawyer, and initials where member refuses CO's NJP.

Command investigation/preliminary inquiry:

- **ADSEP/DFC:**
 - Command investigation/preliminary inquiry should include the Investigation Officer's appointment letter, witness

statements with rights, member's statement (if they desire to submit one) and copies of other amplifying information (i.e. pictures, excerpts from instructions, receipts, etc.).

PTSD/TBI/Other Mental Diagnoses:

- **ADSEP:**

- 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.

PEB/MEB/DES:

- **ADSEP/DFC:**

- 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)
- For non-punitive separation basis: FAP Failure and Alcohol Rehabilitation Failure, the PEB process continues and once complete, ADSEP processing resumes.
- For punitive (misconduct) bases for separation, ADSEP processing continues while the PEB is in progress. DCNP or higher SA will have the final decision on member's case.

SECTION 4:

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Pattern of Misconduct:

- Notification of admin separation

- Copies of two or more CO's NJPs, court-martial or civil convictions, or a combination of both.
- A complete NJP package, court-martial package and police report/court conviction paperwork required as applicable to offense(s).
- For NJPs, include all NJP appeals, CO endorsement and final disposition of member's NJP appeal.

- Three or more unauthorized absences (ensure each is more than 3 days, but less than 30 days' duration).
- Copy of Page 13 (Counseling/Warning) issued after the first offense.
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Misconduct (Commission of a Serious Offense) MILPERSMAN 1910-142:

- Notification of admin separation
- Police reports (if applicable)
- Court documentation (if applicable)
- Command investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- Complete NJP and/or courts-martial package (if applicable)
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Misconduct (Civilian Conviction) MILPERSMAN 1910-144:

- Notification of admin separation
- Police reports
- Court documentation
- Command investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- Complete NJP and/or courts-martial package (if applicable)
- Page 13 with civilian conviction information
- 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

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Misconduct (Drug Abuse) MILPERSMAN 1910-146:

- Notification of admin separation
- Navy Drug Screening Laboratory urinalysis report, if urinalysis was conducted
- Technical review of member's medical record (if applicable)
- Complete NJP and/or court-martial package (if applicable)
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Unsatisfactory performance MILPERSMAN 1910-156:

- Notification of admin separation
- Letters of Instruction (LOI)
- Last 5 years of evaluations
- Message from PERS-328 direct ADSEP stating failure to convert.
- Complete NJP and/or court-martial package (if applicable)
- Commanding investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Best Interest of the Service (BIOTS) MILPERSMAN 1910-164:

- Notification of admin separation
- BIOTS addendum (enclosure (1))
- Commanding investigation/preliminary inquiry (if applicable)
- Complete NJP and/or court-martial package (if applicable)
- NCIS investigation (if applicable)
- 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.

NOTE: Processing under BIOTS requires approval by Commander, Navy Personnel Command. Member's being processed under BIOTS are not eligible for an ADSEP board.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Alcohol Rehabilitation Failure/2 DUI's MILPERSMAN 1910-152:

- Notification of admin separation
- Drug and Alcohol Reports (DARs)
- Police reports
- Court documentation
- Level I through III Treatment Completion and After-Care plan letters
- Complete NJP and/or court-martial package (if applicable)
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Fleet Reserve waiver request in lieu of ADSEP Processing
MILPERSMAN 1910-166:

- Command endorsement
- Notification of admin separation
- Member's request for waiver
- Pertinent documentation that pertain to request (i.e. complete NJP package/court-martial package).
- 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.

SECTION 4 (CONT'D):

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

FAP Rehabilitation Failure MILPERSMAN 1910-162:

- Notification of admin separation (notification for ADSEP for 1910-162 (with BIOTS listed))
- Police reports
- NCIS investigation (if applicable)
- Command investigation (if applicable)
- Court documentation (if applicable)
- Incident Determination Committee (IDC) letter
- Clinical Case Staff Meeting (CCSM) letter
- Domestic Violence and/or Anger Management course completion certificates/letters
- Complete NJP and/or court-martial package (if applicable)
- BIOTS Addendum (contact PERS-832 for an example)
- SITREP message submitted (if applicable)
- 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.

NOTE: PERS-832 approval is required before notifying member for ADESP processing for BIOTS.

FAP Waiver (retention of member recommended by CO) MILPERSMAN 1910-162:

- CO's endorsement addressing justification
- Domestic Violence and/or Anger Management course completion certificates/letters

SECTION 5:

Reports of Adverse Information:

NOTE: Adverse information is required to be submitted to PERS-832 for inclusion in the member's Official Military Personnel File (IAW MILPERSMAN 1616-040) for E6 and above only.

Fleet Record of NJP shall include the following:

- Reason/adverse information
- Offenses for which the punishment was imposed (UCMJ Article)
- Description of the circumstances surrounding the offenses
- Punishment awarded
- Summary of member's statement (if applicable)
- Other pertinent information

SECTION 5 (CONT'D):

Fleet Record of Court-Martial:

In cases where a member went to Court-Martial, a Convening Authority's Action Letter is required with the following information:

- Court-martial convening order number
- List of charges
- Pleas and findings
- Sentence
- Approval
- Executive
- Place of confinement
- Post-trial delay

SECTION 5 (CONT'D):

Fleet ADSEP Closeouts:

Any member who is administratively separated but who's package does not require adjudication by a higher than General Court Martial Convening Authority shall be reported to PERS-832 with the following documentation;

- CO's Letter of Transmittal
- ADSEP Letter of Notification
- Record of Admin Board Proceedings
- Admin Board Findings
- Member's statement (if applicable)
- Letter of Deficiency (if applicable)
- Privacy Act Statement
- Copy of DD 214