

## MILPERSMAN 1301-227

### OFFICER SPECIAL ASSIGNMENTS – OFFICERS WITHOUT SECURITY CLEARANCES

<b>Responsible Office</b>	NAVPERSCOM (PERS-834)	Phone:	DSN COM	882-2090 (901) 874-2090
		E-mail:		PERS-834@navy.mil
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

<b>References</b>	(a) SECNAVINST 1920.6C (b) SECNAV M-5510.30 Personnel Security Program Manual
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#### 1. Policy

a. Department of the Navy policy promotes the readiness of the naval service by maintaining the highest standards of conduct and performance in the officer corps. An officer who fails to attain or maintain a security clearance falls short of this standard per reference (a).

b. Should an officer's security clearance eligibility revocation and or denial be upheld after all appeals as described in reference (b), the officer must be processed for administrative separation from the naval service. The commanding officer must submit an administrative separation request to Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834).

c. Officers whose security clearance eligibility has been revoked or denied, or whose clearance revocation and or denial actions pending, will not be transferred without approval from NAVPERSCOM (PERS-834).

2. Submission of Administrative Separation Request. Follow personally identifiable information guidelines published on Navy Personnel Command Web site under NAVPERS (PERS-834) organization code at <http://www.public.navy.mil/bupers-npc/organization/Pages/NPCWebDirectory.aspx>.

A sample letter format for an administrative separation request follows:

From: Commanding Officer  
To: Commander, Navy Personnel Command (PERS-834)  
Via: (1) Subject Officer  
(2) Commanding Officer  
(3) ISIC (if CO is not a Flag officer)  
(4) First Flag Officer (if ISIC is not a flag officer)

Subj: REQUEST FOR ADMINISTRATIVE SEPARATION ICO [rank, name, USN, or USNR, designator]

Ref: (a) SECNAVINST 1920.6C  
(b) MILPERSMAN 1301-227

Encl: (1) Department of Defense Central Adjudication Facility Navy Section (DoDCAF) ltr [Ser], of [date]

1. As per enclosure (1), DoDCAF denied [rank, name] security clearance due to [reason for denial]. Per references (a) and (b), request [rank, name] be administratively separated with an honorable discharge as continued retention on active duty is not consistent with the interests of national security.
2. [rank, name] does/does not have an active duty obligation. [explanation]
3. [rank, name] will have 10 business days upon receipt of this letter in which to file a statement, the first endorsement to this request, concerning any matters he/she may wish Commander, Navy Personnel Command to consider. Should he/she not desire to make a statement, he/she should express that intention in writing in the first endorsement to this request. Navy Personnel Command will consider any and all materials that [rank, name] wishes to include.
4. My POC for this matter is [rank, name, telephone number, e-mail].