

MILPERSMAN 1910-010

ENLISTED ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION

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| References | (a) DoD Instruction 1332.14 of 27 January 2014 (b) Uniform Code of Military Justice (UCMJ) (c) Manual for Courts-Martial, United States, 2019 (d) 10 U.S.C. |
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1. **Policy**. Achieving best-ever operational performance from Sailors and teams requires an enduring commitment to achieving strong character and professional expertise. This includes an unrelenting focus on demonstrating signature behaviors, actions that build both individual and team excellence that instill pride and strengthen the trust and confidence within our ranks and with the American people. The enlisted separation policy promotes readiness by providing a means to:

a. Assess the suitability of persons to serve on the basis of their conduct and their ability to meet the required standards of performance,

b. Maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service,

c. Achieve authorized force levels and grade distribution, and

d. Provide for the administrative separation of enlisted personnel in a variety of circumstances.

2. **Concept**

a. Enlisting in the Navy involves commitment to the United States, the Service, and one's fellow citizens and

Service members in order to complete a successful period of obligated service (OBLISERV). Early separation for failure to meet these required standards of performance or discipline represents a failure to fulfill that commitment. When persons enter the Service, the Navy invests substantial resources in their training, equipment, and related expenses. Separation prior to completion of OBLISERV represents a loss of this investment and requires increased accessions.

b. Under these circumstances, it is often in the best interests of the Navy to take administrative action. Retaining individuals who do not conform to naval standards of conduct, discipline, and performance creates waste in terms of pay and administrative efforts, degradation of trust and confidence, and substandard mission performance. These situations represent an inefficient use of limited defense resources; therefore, every reasonable effort must be made to:

(1) Identify, in a timely manner, Service members whose behavior is symptomatic of character flaws that do not meet our high standards, and who exhibit a likelihood for early separation; and

(a) Either improve their chances of retention through counseling, retraining, and rehabilitation; or

(b) Separate promptly, those Service members who do not demonstrate potential for further service.

(2) Recoup, pro rata, money expended for paid bonuses and or education and training funds paid to a Service member in return for extending a service obligation, when that service is administratively terminated prior to successful completion.

3. **Completion of Total Military Obligation.** Service members separated from active duty or from the Selected Reserve who have any potential for future mobilization will normally be transferred to the Individual Ready Reserve (IRR) to complete the remainder of their military obligation. The following individuals will not be transferred to the IRR:

a. Service members whose service is characterized as "under other than honorable," or

b. Service members with medical problems that would prevent them from meeting mobilization requirements.

4. **Processing Time Goals.** Commands should adhere to the following time goals for processing separations in cases where the special court-martial convening authority or general court-martial convening authority is the separation authority. Failure to meet these time goals is not a bar for separation or type of characterization.

| WHEN the Service member | THEN the member should be separated within |
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| is not entitled to, or waives an administrative board, | 15 working days of notification. |
| elects an administrative board, | 45 working days of notification. |

5. **Periodic Explanation**

a. Per reference (a), a periodic explanation must be given to all enlisted Service members concerning:

- (1) Types of separations;
- (2) Basis for separation issuance;
- (3) Possible effects of various actions upon reenlistment, civilian employment, veterans' benefits, and related matters;
- (4) Denial of certain benefits to Service members who fail to complete at least 2 years of an original enlistment; and
- (5) The purpose and authority of the Board for Correction of Naval Records (see [MILPERSMAN 1000-150](#)) and the Naval Discharge Review Board (NDRB) (see [MILPERSMAN 1000-160](#)).

b. Such explanation may be provided in the form of a written fact sheet or similar document. The periodic explanation must take place each time certain provisions of reference (b) are explained per article 137; reference (c), appendix 2; and reference (d), section 937.

c. The requirement that the effect of the various types of separations be explained is a command responsibility, not a procedural entitlement. Failure on the part of the Service member to receive or to understand such explanation is not a bar to separation or characterization.

6. Information during Processing

a. Service members being separated with an "other than honorable conditions" discharge must be informed (in writing) that they may petition the Veterans Benefits Administration of the Department of Veterans Affairs for certain benefits under the laws administered by the Secretary of Veterans Affairs, despite the characterization of the member's service.

b. Specific counseling is required, per reference (a), which states that a discharge "under other than honorable conditions" resulting from a period of continuous unauthorized absence of 180 days or more is a conditional bar to benefits administered by the Department of Veterans Affairs, notwithstanding any action by the NDRB.

c. Service members should be informed that they are not eligible for transfer, reenlistment, or advancement until administrative separations processing actions are complete.

d. The information required by this paragraph should be provided in the form of a written fact sheet or similar document. Failure on the part of the Service member to receive or to understand such explanation is not a bar to separation or characterization.