

MILPERSMAN 1910-166

ADMINISTRATIVE ACTION FOR FLEET RESERVE/RETIRED RESERVE ELIGIBLE PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)
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1. **Policy for Active Duty Personnel.** Congress has granted authority to the Secretary of the Navy (SECNAV) to approve requests to transfer those enlisted personnel who complete 20 years of creditable active duty service to the Fleet Reserve. The discretion of SECNAV to approve such transfers is absolute. SECNAV may deny or modify such requests so that the member is transferred in a reduced pay grade based on the member's service, conduct, performance, or for any other reason which is supported by sufficient evidence. Any enlisted member with sufficient service who is recommended for transfer in a reduced pay grade may request an administrative separation (ADSEP) board in which to argue that transfer should be approved in the member's current pay grade. The recommendation of the ADSEP board is not binding on SECNAV. After completing [NAVPERS 1910/31](#) Administrative Separation Processing Notification Procedure, the Service Member may waive appearance before such board by submitting a waiver request (use letter format provided in exhibit 1).

2. **Policy for Reservists.** Enlisted Navy Reserve members on inactive duty may request transfer to the Retired Reserve when they have completed 20 years of qualifying service and have received a Notice of Eligibility for retirement from Navy Personnel Command (NAVPERSCOM), Reserve Retirements Branch (PERS-912). The discretion of SECNAV to approve such transfers is absolute. SECNAV may approve or modify such requests as described in paragraph 1 of this article.

3. **Characterization of Service.** When approving requests to transfer to the Fleet Reserve or to the Retired Reserve, SECNAV will assign an appropriate characterization of service per

guidelines set forth in [MILPERSMAN 1910-300](#) series. In cases of misconduct, an Other Than Honorable characterization of service may be assigned based on these guidelines and with due consideration to the member's service record in the current enlistment and the particular facts and circumstances of the basis for transfer.

4. **Waiver of Administrative Processing**

a. Personnel in the following categories may request a waiver of ADSEP processing in order to be eligible to request transfer to the Fleet Reserve or Retired Reserve (use letter format provided in exhibit 1).

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting family advocacy action; or

(5) Awaiting administrative discharge action.

b. Such requests do not preclude or suspend disciplinary action at discretion of their commanding officers. In all cases, the Service Members must be informed that they have the right to present their case before an ADSEP board which will make a recommendation to SECNAV on pay grade at retirement.

c. Regardless of any recommendation by a member's chain of command, ADSEP board, or NAVPERSCOM, SECNAV may transfer the member in current or reduced pay grade, or deny transfer to the Fleet Reserve as deemed appropriate.

d. For Reserve Component personnel (not including Full Time Support), modify active duty procedures as follows:

(1) Send requests to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913).

(2) Modify subject line to the following: "Retired Reserve (With/Without Pay)."

(3) Modify [NAVPERS 1070/613](#) Administrative Remarks to the following: "Retired Reserve (With/Without Pay)" vice "Fleet Reserve."

5. **Requests Received for Waiver of Proceedings After the Initiation of ADSEP Processing.** Requests received for waiver of proceedings after initiation of separation processing do not require approval by the command or NAVPERSCOM.

6. **If Waiver is Approved.** If authority is granted to allow member to transfer to Fleet Reserve/Retired Reserve in lieu of ADSEP processing, prepare the following [NAVPERS 1070/613](#) entry for inclusion in member's service record:

"I understand that I have been afforded opportunity to transfer to the Fleet Reserve/Retired Reserve effective (date provided by NAVPERSCOM). I further understand that I am not eligible to be recalled without express written permission from NAVPERSCOM, and that I will be assigned a reenlistment code of "RE-4 AUTHORITY: NAVPERSCOM (message date time group)."

WITNESS' SIGNATURE

MEMBER'S SIGNATURE

Exhibit 1
Waiver Request for ADSEP Board Processing
(Use proper letter format)

(Date)

From: (Rate/name/branch/Last 4 SSN)
To: Commander, Navy Personnel Command (PERS-832), (or
(PERS-913) for Non-Full Time Support Navy Reserve personnel)
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 1830-040](#)

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. **(For active duty and Full Time Support only.)** If my request is approved, I understand that I will be required to transfer to the Fleet Reserve/Retired Reserve, per reference (b), with an effective date directed by Navy Personnel Command.

2. 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.

3. 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.

4. 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.

5. 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 _____.

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

SIGNATURE OF MEMBER

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Exhibit 2
Command's First Endorsement
(Use proper letter format)

1910
Code/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-832), (or
(PERS-913) for Non-Full Time Support Navy Reserve personnel)

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) Last 5 years of evaluations/fitness reports

1. Forwarded, recommending approval or disapproval. List all applicable articles the service member was notified for which meet minimum criteria.

2. Basic record data:

- a. Date of current enlistment:
- b. Expiration of active obligated service (EAOS)/expiration of service (EOS):
- c. Active duty service date (ADSD):
- d. Months onboard current command:
- e. Total active federal military service as of (date):
- f. Total satisfactory service creditable toward Reserve retirement (Non-Full Time Support Navy Reserve personnel only).

3. 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).)

4. 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).)

5. Administrative board results: findings, recommendations for pay grade and characterization of service.

6. [MILPERSMAN 1910-702](#) screening requirements.

a. Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing? (Yes or No)

b. Was member's record screened for PTSD/TBI as a contributing factor per [MILPERSMAN 1910-702](#) ? (Yes or No)

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c. Was PTSD/TBI determined to be a contributing factor? (Yes or No)

7. Psychiatric, medical and or PTSD/TBI evaluation complete or not applicable: (as required).

8. 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.)

9. Point of contact/location of command/telephone (DSN/COMM)/mail:

SIGNATURE OF CO/ACTING
(NOT BY DIRECTION)

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