

## MILPERSMAN 1910-230

### ADMINISTRATIVE SEPARATION PROCESSING & DISCHARGE IN ABSENTIA

<b>Responsible Office</b>	NAVPERSCOM (PERS-832)	Phone:	DSN COM	882-4280 (901) 874-4280
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MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil">https://my.navy.mil</a>
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<b>References</b>	(a) DoD Instruction 1332.14 of 27 January 2014 (b) DoD Instruction 1325.02 of 26 October 2021
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1. **Policy.** Per reference (a), members may be processed for administrative separation and discharged in absentia under the following circumstances:

a. Members confined by civil authorities.

(1) Members will be notified of administrative separation processing using notification or administrative board procedures as appropriate. Using [NAVPERS 1910/31](#) Administrative Separation (ADSEP) Processing Notice, the member will be advised of the reason(s) for ADSEP processing.

(2) The notice will be delivered personally to the respondent or sent by registered mail or certified mail with return receipt requested. Receipt will be acknowledged in writing when delivered in person. If the respondent does not acknowledge receipt when delivered personally, the notification will be sent using the described mailing procedure. If the respondent refuses to acknowledge receipt of notice, the individual who mails the notification will prepare a sworn affidavit of service by mail which will be inserted in the respondent's official military personnel file.

(3) The notice will state processing has been suspended until a specific date (not less than 30 days from the date of delivery) in order to give the respondent the opportunity to exercise the rights set forth in the notice.

(4) The notice will contain the name and address of the military counsel appointed for consultation purposes.

(5) If the case involves entitlement to an administrative board, the respondent will be notified the board will proceed in the respondent's absence and the case may be presented on the respondent's behalf by counsel for the respondent.

**Note:** Personnel detained or incarcerated by foreign civilian or military authorities outside the jurisdiction of the United States (U.S.) will not be discharged in absentia. However, this does not preclude processing the member for separation under the provisions of this article which will be carried out upon return to U.S. custody and jurisdiction.

b. Members beyond military control by reason of unauthorized absence (UA). Member will be notified of ADSEP processing per subparagraph 1a with the following exception: Members will be notified of the imminent action of ADSEP processing by registered mail or certified mail with return receipt requested (or by an equivalent form of notice if such service by U.S. mail is not available for delivery at an address outside of the United States) to the member's last known address or to the next of kin identified on the member's [DD 93 Record of Emergency Data](#).

## 2. Separation Authority (SA)

a. The SA will be the general court-martial convening authority or higher; however, Navy separation activities identified in [MILPERSMAN 1910-812](#) with special court-martial convening authority are authorized to discharge in absentia Sailors who are in a UA status on their scheduled date of separation.

b. Members who are UA in excess of 30 days will be notified using administrative board procedures.

## 3. Discharge in Absentia for Alien Unauthorized Absentees

a. As an exception to subparagraph 1b and per reference (a), when an enlisted member who is an alien is absent without leave and appears to have gone to a foreign country where the U.S. has no authority to apprehend, the member may be separated without return to military control.

b. Prior to execution of the separation, the enlisted member will be notified of the imminent action by registered or certified mail with return receipt requested (or by an equivalent form of notice, if such service by U.S. mail is not available for delivery at an address outside the U.S.) to the member's last known address or to the next of kin identified on the member's [DD 93](#). The notice must specify the action has been suspended until 45 days from the date of mailing to give the respondent the opportunity to return to military control. If the respondent does not return to military control or return [NAVPERS 1910/31](#) by such date, the SA will discharge the member in absentia.

c. Per enclosure 3, subparagraph 5f of reference (b), to avoid the Department of State issuing unwarranted visas, when alien deserters are discharged in absentia, personnel support detachments and personnel offices must forward copy 7 of the [DD 214](#) Certificate of Release or Discharge from Active Duty, to:

U.S. Department of State Visa Office-CANO State Annex No. 2 Washington, DC 20520
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#### 4. Characterization of Service

a. Awarding an honorable or general (under honorable conditions) characterization of service while a member is in a UA status is not appropriate. Discharges with a general or honorable characterization should be held in abeyance when members enter a UA status prior to the separation taking place. Upon a member's return from UA of less than 30 days, the SA may use discretion to either carry out the previously authorized discharge with the honorable or general (under honorable conditions) characterization of service or reprocess using administrative board procedures to seek an other than honorable (OTH) characterization. However, UA in excess of 30 days is a serious offense and reprocessing for an OTH is appropriate.