MILPERSMAN 1910-402

ADMINISTRATIVE BOARD AND NOTIFICATION PROCEDURES

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

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1. **Notice**. A Service member may be processed for administrative separation (ADSEP) by either Notification or Administrative Board Procedures. The primary difference between these two procedures is as follows:

    a. **Notification Procedure** - The Service member is notified that the least favorable characterization of service possible is general, and that the Service member has a right to elect an administrative board only if Service member has 6 or more years of total service and or reserve military service at the time of notification.

    b. **Administrative Board Procedure** - The Service member is notified that the least favorable characterization of service possible is under other than honorable, and that the Service member has the right to elect an administrative board regardless of the number of years of active and or reserve military service.

The processing command will retain a signed copy pending receipt of the Service member's response. After the Service member responds, the processing command will maintain the original response for the ADSEP package. The Service member will be given a completed signed copy.

Notes:
(1) When ADSEP processing is started for any nuclear-trained enlisted member, the processing command must notify the Office of Chief of Naval Operations (OPNAV), Nuclear Enlisted Program Branch (OPNAV N133).

(2) Processing commands, separation authorities (SA), and separation activities are urged to pursue adherence at every

level to the established Navy ADSEP processing goals in
MILPERSMAN 1910-010.

(3) Commanding officers (CO) may only process for separation
those personnel who are permanently assigned to their command;
therefore, when circumstances warrant, commands may transfer a
Service member temporary duty (TEMDU) (not temporary additional
duty (TEMADD)) to another command to be processed and or
separated. MILPERSMAN 1910-206 refers. Service members being
processed for separation should not be permanently transferred,
reenlisted, or advanced until administrative actions are
complete.

2. **Forms**

    a. NAVPERS 1910/31, Administrative Separation Processing
Notice, commands must use in place of previously prescribed
methods to notify Service members that they are being processed
for administrative separation by either an administrative board
procedure or a notification procedure (as appropriate). The
standard format for either procedure appears on NAVPERS 1910/31
when the user selects the corresponding radio button located
above the top margin of the form.

    b. Open NAVPERS 1910/31 and choose the appropriate
procedure by selecting the corresponding radio button located
above the top margin of the form:

        (1) Notification procedure or

        (2) Administrative board procedure.

3. **Reason(s) for ADSEP Processing**. List the basis of the
proposed separation, including the circumstances upon which the
action is based, and a reference to the applicable provisions of
the Navy Department's implementing policy regulation (Naval
Military Personnel Manual (MILPERSMAN)). When more than three
reasons for ADSEP processing apply, list all the reasons for
which the Service member qualifies and the corresponding
references for each on a plain sheet of paper, which must then
be attached to the form, and enter "See attached" in Block 4a.

4. **Associated Information:**

Topic	See MILPERSMAN
Consultation with Counsel Prior to Electing Rights	1910-406
Response Time to Notice	1910-408
When a Member is Processed for Multiple Reasons	1910-410
How to Prepare a Sworn Affidavit of Service by Mail	1910-412
Actions of the Commanding Officer	1910-414