

## MILPERSMAN 1910-600

### FORWARDING CASES TO THE SEPARATION AUTHORITY (SA)

<b>Responsible Office</b>	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (662)
---------------------------	--------------------------	------------------	----------------------

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>
----------------------	---	--

---

<b>Reference</b>	(a) SECNAVINST 5210.8D
------------------	------------------------

**NOTE:** Prior to acting as the Separation Authority (SA) or forwarding cases to the SA, commands shall screen the personnel records of all members being administratively separated for service in an imminent danger pay area per [MILPERSMAN 1910-702](#), para. 1a.

1. **Methods**. Processing activities may forward most cases to the SA by letter of transmittal or message. The following cases must be submitted by letter only:

- a. Cases where an administrative board was held.
- b. Cases involving United States Navy Reserves-Ready (USNR-R) members.
- c. Cases where Secretary of the Navy (SECNAV) is SA.

**NOTE:** Processing commands, separation authorities, and separation activities are urged to pursue adherence at every level to the established Navy administrative separation (ADSEP) goals in [MILPERSMAN 1910-010](#).

2. **Enclosures**. The following supporting documents should be enclosures to the letter unless already part of the record of proceedings:

- a. Member's Notice of Notification Procedure or Notice of Administrative Board Procedure (as appropriate).
- b. Member's written statement (if submitted).

- c. Other pertinent documentation (examples below).
- d. Applicable [NAVPERS 1070/613](#) (Rev. 07/06), Administrative Remarks (if required under the reason for processing).
- e. Drug laboratory message.
- f. [NAVPERS 1070/606](#) (08/07), Record of Unauthorized Absence.
- g. [NAVPERS 1070/607](#) (08/07), Court Memorandum.
- h. Copies of any other relevant NAVPERS 1070/613s.
- i. Copy of medical officer's evaluation.
- j. Copy of member's [DD 1966](#) (Rev. 03-07), Record of Military Processing-Armed Forces of the United States (for fraudulent enlistment).
- k. For members processed for unsatisfactory participation in the Ready Reserve, copy of the drill muster record, [NAVRES 1570/2](#) (Rev. 04-09), Satisfactory Participation Requirements/Record of Unexcused Absences; notices to report for physical examinations; and letters trying to locate the Reservist.
- l. Record of proceedings of an administrative board (if applicable).
- m. Appointing letter for board.
- n. Sworn affidavit of service by mail (if applicable).

**NOTE:** Commands are required to retain a complete file copy of all ADSEP cases for 2 years, per reference (a).

3. **Letter of Transmittal Format**. Use the below format when submitting an ADSEP case to the SA via letter, or when forwarding the case to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) in cases where member was locally discharged. (Use proper letter format.)

From: Command  
To: Separation Authority (or NAVPERSCOM (PERS-832))  
Subj: (RATE/NAME/USN (R) (TAR)); RECOMMENDATION FOR/OR REPORT OF  
(AS APPLICABLE) ADMINISTRATIVE SEPARATION  
Ref: (a) [MILPERSMAN 1910-600](#)  
Encl: (1) As required

1. Per reference (a), the following information is submitted:

a. Reason for processing.

b. Basic record data. Active duty start date; date of current enlistment; EAOS/EOS; race/ethnicity; marital status and dependents; months on board; date and amount of most recent enlistment/reenlistment bonus; deployment status: deployed/pending deployment (number of months)/not deployed; is member pending orders (YES/NO/NA); age; total service (active, inactive); participated in Montgomery GI Bill (YES/NO/NA); specialized training (i.e., nuclear power).

c. Involvement with civil authorities. (If none, annotate NA.)

d. Summary of military and civilian offenses.

e. Findings of the administrative board.

f. Recommendations of administrative board.

g. Type of discharge recommended by administrative board.

h. [MILPERSMAN 1910-702](#) Screening requirements.

(1) Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing (Yes or No)?  
(If Yes, answer (2) and (3))

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

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

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

j. Most recent [NAVPERS 1070/613](#) (Rev. 07-06), Administrative Remarks warning (critical if required under reason for processing).

k. Comments of the commanding officer. (Ensure a clear picture of what/when/why is provided.)

l. If member was separated locally under authority granted by MILPERSMAN 1910-700, provide date, reason, and characterization (ensure a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty is attached as an enclosure).

m. Point of contact/location of command/telephone (DSN/COMM)/  
E-Mail:

/s/ CO or ACTING CO  
(not by direction)

Copy to:  
(ISIC, TRANSITPERSU, PERSUPPDET where applicable)

4. **Message Format**. Use the below format when submitting an ADSEP case to the SA via message. Message format cannot be used if administrative board was held, SECNAV is SA, or cases involving USNR-R personnel. (Use proper message format.)

FM: (COMMAND)  
TO: SEPARATION AUTHORITY (OR NAVPERSCOM)  
INFO: ISIC, TRANSITPERSU, PERSUPPDET WHERE APPLICABLE  
BT  
UNCLAS //N01910//  
  
SUBJ/(RATE, NAME, USN(R), (R-TAR)): RECOMMENDATION FOR/OR  
REPORT OF (AS APPLICABLE) ADMIN SEPARATION  
  
MSGID/GENADMIN/\_\_\_\_\_///  
  
REF/A/DOC/NAVPERSCOM/ //  
  
AMPN/REF A IS MILPERSMAN 1910 ARTICLES WHICH PROVIDE POLICY AND  
GUIDANCE CONCERNING ADSEPS//  
  
POC/NAME/RANK/PRIMARY PHONE NO/-/POC LOCATION/SECONDARY PHONE  
NO/-//  
  
RMKS/1. PER REF A, FOLLOWING REQUEST FOR ADMIN DISCH SUBMITTED.

CO HAS REVIEWED REF A AND CERTIFIES THAT THIS MESSAGE SUBMISSION SUPPORTS THE MOST APPLICABLE REASON(S) FOR PROCESSING. AN ADMIN BOARD HAS NOT BEEN CONVENED IN THIS CASE.

2. REASON FOR SEPARATION PROCESSING. (LIST VERBATIM FROM MBR'S NOTICE.)

3. BASIC RECORD DATA. ACTIVE DUTY START DATE; DATE OF CURRENT ENLISTMENT; EAOS/EOS; RACE/ETHNICITY; MARITAL STATUS AND DEPENDENTS; MONTHS ON BOARD; DATE AND AMOUNT OF MOST RECENT ENLISTMENT/REENLISTMENT BONUS; DEPLOYMENT STATUS: DEPLOYED/PENDING DEPLOYMENT (NUMBER OF MONTHS)/NOT DEPLOYED; IS MEMBER PENDING ORDERS (YES/NO/NA); AGE; TOTAL SERVICE (ACTIVE, INACTIVE); PARTICIPATED IN MONTGOMERY GI BILL (YES/NO/NA); SPECIALIZED TRAINING (I.E., NUCLEAR POWER).

4. INVOLVEMENT WITH CIVIL AUTHORITIES: (IF NONE, ANNOTATE N/A.)

A. CIRCUMSTANCES OF OFFENSE(S). (INCLUDE FACTS AND CIRCUMSTANCES SURROUNDING OFFENSE(S) IN SUFFICIENT DETAIL TO INDICATE NATURE AND SERIOUSNESS OF OFFENSE(S).)

B. ACTION BY CIVIL AUTHORITIES. (CHARGE(S) ON WHICH ARRAIGNED; FINAL OUTCOME (I.E., PLEAD GUILTY, TRIED AND CONVICTED, OR ACQUITTED), AND SENTENCE OF COURT OR PENDING TRIAL.)

C. CIVIL CONVICTION APPEAL INFO. (MBR DOES/DOES NOT INTEND TO FILE AN APPEAL. IF MBR INTENDS TO FILE, ADVISE IF MBR REQUESTS SEPARATION PRIOR TO FINAL ACTION ON APPEAL.)

5. SUMMARY OF MILITARY OFFENSE(S): (LIST IN CHRONOLOGICAL ORDER BY SUBPARAGRAPH DATE OF NJP/CM; TYPE (NJP/CM); OFFENSE(S); DATE OF OFFENSE(S). NOTE: IDENTIFY OFFENSE(S) TO INCLUDE ALL SPECIFICATIONS WITH NARRATIVE REASONS (E.G., DATE/LENGTH OF UA, SLEEPING ON WATCH, ETC.). ICO COURT-MARTIAL, INDICATE DATE OF CONVENING AUTHORITY (CA) FINAL ACTION, APPROVED FINDINGS, AND SENTENCE.)

6. RECOMMENDATION REGARDING RETENTION/REENLISTMENT.

7. PROCEDURE USED. (NOTICE OF NOTIFICATION PROCEDURE (MILPERSMAN 1910-402) OR NOTICE OF ADMINISTRATIVE BOARD PROCEDURE (MILPERSMAN 1910-404) SIGNED BY MBR ON (FILL IN DATE), LIST THE FOLLOWING SPECIFIC VERBATIM REASON(S) FOR PROCESSING. (FILL IN - DO NOT USE ABBREVIATIONS.) (THIS PARAGRAPH SHOULD MIRROR EXACTLY THE REASON AS CITED ON THE LETTER OF NOTIFICATION.))

8. DATE MBR ACKNOWLEDGED RECEIPT OF NOTICE.
9. DATE MBR RESPONDED: (IF LESS THAN 2 DAYS SINCE RECEIPT OF NOTICE, EXPLAIN WHETHER MEMBER KNEW HE/SHE HAD A MINIMUM OF 2 DAYS TO RESPOND.)
10. THAT IF SEPARATION IS APPROVED, CHARACTERIZATION OF SERVICE MAY BE (FILL-IN). MBR REQUESTED FOLLOWING RIGHTS. (LIST ALL RIGHTS ELECTED.) SNM WAIVED ALL OTHER RIGHTS.
11. MBR'S WRITTEN STATEMENT IS QUOTED VERBATIM AS FOLLOWS. (IF NONE, SO STATE.)
12. PSYCHIATRIC, MEDICAL AND/OR PTSD/TBI EVALUATION COMPLETE OR NOT APPLICABLE (AS REQUIRED). (BRIEFLY LIST PERTINENT FINDINGS, DIAGNOSIS, RECOMMENDATION(S), AND ADVISE IF MEMBER CONSIDERED A DANGER TO SELF OR OTHERS.) MEDICAL OFFICER/CLINICAL PSYCHOLOGIST SIGNED EVALUATION ON (DATE). (ANNOTATE IF MEMBER SCREENED FOR DRUG/ALCOHOL ABUSE, AND RECOMMENDATIONS OF EVALUATION AS APPLICABLE.)
13. 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)? (IF YES, ANSWER B AND C.)
  - B. WAS MEMBER'S RECORD SCREENED FOR PTSD/TBI AS A CONTRIBUTING FACTOR AS PER MPM 1910-702 (YES OR NO)?
  - C. WAS PTSD/TBI DETERMINED TO BE A CONTRIBUTING FACTOR (YES OR NO)?
14. MOST RECENT [NAVPERS 1070/613](#) ISSUED TO MBR. (MANDATORY IF REQUIRED UNDER REASON FOR PROCESSING. ALSO STATE HOW THE COUNSELING/WARNING ENTRY WAS VIOLATED. IF NO NAVPERS 1070/613 HAS BEEN ISSUED TO MBR - SO STATE.)
15. COMMENTS AND RECOMMENDATION OF CO: (ICO ALCOHOL OR DRUG ABUSE REHAB FAILURE, PROVIDE DATES OF TREATMENT OR DATE MBR SIGNED [NAVPERS 1070/613](#) REFUSING TREATMENT. IF SEPARATION IS RECOMMENDED, CO SHALL MAKE SPECIFIC RECOMMENDATION AS TO CHARACTERIZATION OF SERVICE OR DESCRIPTION OF SEPARATION, AND TRF TO THE IRR (IF APPROPRIATE).)
16. STATE LOCATION OF SNM IF TRANSFERRED TEMADD/TEMDU SUBSEQUENT TO COMPLETION OF CASE PROCESSING. (INCLUDE AS INFO ADDEE.)

17. LOCATION/HOMEPORT OF COMMAND: (DEPLOYED OR (FILL IN)).  
UIC: (FILL IN.)

18. POC E-MAIL: (FILL IN.)

19. CO SENDS. (MSG MUST BE RELEASED BY CO OR ACTING CO.)//  
BT

**NOTES:**

(1) Forward a complete copy of the ADSEP package and SA action, with a copy of member's [DD 214](#) (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to the appropriate NAVPERSCOM code for review and filing in member's permanent personnel record for historical purposes.

(2) Commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEM DU) (not temporary additional duty (TEMADD)) to be processed/separated at another command. [MILPERSMAN 1910-206](#) refers.