

MILPERSMAN 1910-708

SEPARATION AUTHORITY ACTION WHEN USING NOTIFICATION PROCEDURES OR ADMINISTRATIVE BOARD IS WAIVED

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References	(a) BUPERSINST 1900.8A (b) SECNAVINST 5212.5D
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1. **Notification Procedures or Administrative Board Waived.**

When member waives right to an administrative board, or when using notification procedures, command should

- a. process for all reasons for separation per [MILPERSMAN 1910-210](#).
- b. assign characterization (see [MILPERMAN 1910-300](#)) for primary reason for separation. Characterization should normally be commensurate with least favorable reason for processing. Normally, misconduct takes precedence over other reasons for separation.
- c. determine, under guidelines of [MILPERSMAN 1910-010](#), whether member should be retained in Individual Ready Reserve (IRR) to fulfill his/her total military obligation. This applies in cases involving separation from active duty or from Selected Reserve.
- d. if member (with less than 6 years of service) requests, forward case to General Court-Martial Convening Authority (GCMCA) for review. GCMCA then becomes separation authority (SA).
- e. forward all cases where administrative board procedures were used, and administrative board was waived, to GCMCA or higher for action. Navy Personnel Command (NAVPERSCOM) will serve as SA for all cases involving recommendations for

retention or suspended separation if separation processing is based on mandatory reason(s).

f. execute discharge, forward administrative separation (ADSEP) package and GCMCA action (if applicable), with a copy of [DD-214](#) (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to NAVPERSCOM, as appropriate. Ensure correct Separation Program Designator (SPD) code per reference (a) and correct reason for discharge is documented on [DD-214](#).

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