

## MILPERSMAN 1910-710

### PROCEDURES WHEN AN ADMINISTRATIVE SEPARATION BOARD WAS HELD

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1. **Procedure.** Separation authority (SA) shall take following action upon receipt of an administrative separation (ADSEP) case where an administrative board was held:

IF administrative board...	THEN SA...	BUT modify administrative board's recommendation by...
a. finds a preponderance of evidence supports one or more of the reasons for separation and recommends <b>separation,</b>	may approve board's findings and recommendations.	
	may approve board's findings,	suspending execution of separation (non-mandatory processing reasons only) per MILPERSMAN 1910-222;
		suspending execution of separation pending member's agreement to transfer to Fleet Reserve/Retired List within 60 days in current or next inferior paygrade;
		<b>NOTE: Applies to Fleet Reserve/Retired List, Retired Reserve eligible members only.</b>
	changing recommended characterization of service or description to a more favorable characterization or description;	
	changing board's recommendation concerning transfer to Individual Ready Reserve (IRR); or	

		disapproving board's recommendation and forwarding case to Commander, Navy Personnel Command (COMNAVPERSCOM) to retain member.
<b>IF administrative board...</b>	<b>THEN SA...</b>	<b>BUT modify administrative board's recommendation by...</b>
<p>b. finds a preponderance of evidence supports one or more of the reasons for separation and recommends <b>suspended separation,</b></p>	<p>may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing.</p> <p><b>NOTE: Only Commander, Navy Personnel Command (COMNAVPERSCOM) can approve suspended separation in mandatory processing cases.</b></p>	
	<p>may approve board's findings,</p>	<p>disapproving suspension of separation.</p>
<p>c. finds a preponderance of evidence supports one or more of the reasons for separation and recommends <b>retention,</b></p>	<p>may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing.</p> <p><b>Mandatory processing cases must be forwarded to COMNAVPERSCOM.</b></p>	

	<p>may approve board's findings,</p>	<p>submitting case to Secretary of the Navy (SECNAV), via COMNAVPERSCOM, recommending separation for one of the specific reasons supported by a preponderance of evidence.</p>
<p><b>IF administrative board...</b></p>	<p><b>THEN SA...</b></p>	<p><b>BUT modify administrative board's recommendation by...</b></p>
<p>d. finds a preponderance of evidence does <b>not</b> support one or more of the reasons for separation alleged and recommends <b>retention,</b></p> <p><b>NOTE: Board is required to find misconduct when processing includes any court-martial conviction, or a civilian conviction, or finding tantamount to a finding of guilty by a civil court-system.</b></p>	<p>must approve board's findings and recommendations unless the overwhelming weight of evidence of record was not recognized by administrative board, in which case convening authority may reprocess case under Best Interest of the Service (BIOTS) for submission to SECNAV for final action.</p> <p><b>NOTE 1: All mandatory processing cases must be forwarded to COMNAVPERSCOM.</b></p> <p><b>NOTE 2: If SA finds findings of board were obtained by fraud or collusion on part of respondent, case may be referred to a new board.</b></p>	

2. **What Next.** Based on procedures above, SA shall take following steps.

Step	Action									
1	Choose most appropriate reason for separation.									
2	Forward action taken to processing activity for appropriate action.									
3	<p>Processing activity will take following actions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF...</th> <th style="text-align: left;">THEN...</th> <th style="text-align: left;">AND...</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">separation is directed,</td> <td style="vertical-align: top;">forward case and SA action to personnel office/Personnel Support Activity Detachment (PERSUPP DET) to effect discharge,</td> <td style="vertical-align: top;">forward a complete copy of 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 appropriate COMNAVPERSCOM code for review and filing in member's permanent personnel record for historical purposes.</td> </tr> <tr> <td style="vertical-align: top;">suspended separation is directed or retention is directed,</td> <td style="vertical-align: top;">forward case and SA action to appropriate COMNAVPERSCOM code for review and/or filing in member's permanent personnel record for historical purposes.</td> <td></td> </tr> </tbody> </table> <p><b>NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years.</b></p>	IF...	THEN...	AND...	separation is directed,	forward case and SA action to personnel office/Personnel Support Activity Detachment (PERSUPP DET) to effect discharge,	forward a complete copy of 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 appropriate COMNAVPERSCOM code for review and filing in member's permanent personnel record for historical purposes.	suspended separation is directed or retention is directed,	forward case and SA action to appropriate COMNAVPERSCOM code for review and/or filing in member's permanent personnel record for historical purposes.	
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