

MILPERSMAN 1910-712

GENERAL COURT-MARTIAL CONVENING AUTHORITY (GCMCA) LETTER AND MESSAGE FORMATS FOR DIRECTING ADMINISTRATIVE SEPARATION (ADSEP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
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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. **GCMCA Action (Message)**. Below is the recommended message format for directing the separation of a Sailor: (Use proper message format.)

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FROM: GCMCA
TO: CONVENING AUTHORITY
INFO: DON CAF WASHINGTON DC//29A//
      PERSUPP DET _____ (if applicable)
      NAVPERSCOM MILLINGTON TN//PERS-832 or 4913, as appropriate//
BT
UNCLAS //N01910//
SUBJ/ADMIN DISCHARGE ICO//
REF/A/-/-/-//
REF/B/DOC/CHNAVPERS/28JUN93//
NARR/REF A IS ADSEP REQ. REF B IS BUPERSINST 1900.8A.//
POC/-/-/-/PHONE//
RMKS/1. PER REF A, DISCH MBR WITHIN 10 DAYS OF RECEIPT OF THIS MSG.
PREPARE DD 214 PER REF B, ENTER ON DD 214:
BLK 23: DISCHARGED
BLK 24: (CHARACTERIZATION OF DISCHARGE)
BLK 25: (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS AUTHORIZED)
BLK 26: SPD CODE (PER BUPERSINST 1900.8A)
BLK 27: REENLISTMENT CODE (PER BUPERSINST 1900.8A)
BLK 28: (NARRATIVE REASON LISTED FOR MILPERSMAN ARTICLE CITED BLK 25)
2. IF APPLICABLE, RECOUP ANY UNEARNED BONUS PAID AND COLLECT ALL
EXISTING INDEBTEDNESS PER DODFMR.
3. ENSURE COMPLIANCE WITH OPNAVINST 1900.2A REGARDING TRANSITION
ASSISTANCE SERVICES.
4. IF MEMBER IS DRUG/ALCOHOL DEPENDENT, OFFER APPROPRIATE TREATMENT
PRIOR TO SEPARATION (MILPERSMAN 1910-232 REFERS).
5. FWD COMPLETE COPY OF ADSEP PKG WITH COPY OF MBR'S
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DD 214 TO APPROPRIATE PERS CODE FOR REVIEW AND FILING IN MBR'S
PERMANENT SERVICE RECORD FOR HISTORICAL PURPOSES.//
BT

2. **GCMCA Action (Letter)**. Below is the recommended letter format for directing the separation of a Sailor: (Use proper letter format.)

From: Commander, (GCMCA)
To: Convening Authority
Subj: ADMIN DISCHARGE ICO (RATE/NAME/SSN)
Ref: (a) Your ADSEP package ...
(b) MILPERSMAN 1910- (appropriate article)
(c) BUPERSINST 1900.8A

1. In response to reference (a) which processed member for administrative separation per reference (b), authority is granted to discharge member within 10 working days after receipt of this letter. Prepare DD 214 per reference (c), entering the following:

BLK 23: "DISCHARGED"
BLK 24: (CHARACTERIZATION)
BLK 25: (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS APPROVED)
BLK 26: (SPD CODE FOR REASON WHICH SEPARATION IS APPROVED)
BLK 27: (RE CODE PER REFERENCE (C))
BLK 28: (NARRATIVE REASON FOR WHICH SEPARATION IS APPROVED)

2. If applicable, recoup any unearned bonus paid and collect all existing indebtedness per DODFMR.

3. Ensure compliance with reference (c) regarding transition assistance services.

4. If member is drug/alcohol dependent, offer appropriate treatment prior to separation. MILPERSMAN 1910-232 refers.

5. Forward a complete copy of the ADSEP package and separation authority action, with a copy of member's DD 214, to the appropriate PERS code for review and filing in member's permanent service record for historical purposes.

s/Commander/Acting/By direction

Copy to:
DON CAF Washington DC (Code 29A)

PERSUPP DET (serving convening authority, if applicable)
NAVPERSCOM (PERS-832 or 4913, as appropriate)