

SAMPLE LETTER  
ADMINISTRATIVE SEPARATION WAIVER REQUEST

Ser 00/  
Date

From: Commanding Officer, (insert command name)  
To: Commander, Navy Personnel Command (PERS-83)  
Via: Chief of Naval Operations (N173)

Subj: REQUEST FOR ADMINISTRATIVE SEPARATION WAIVER

Encl: (1) Attach all relevant documents; include copy of DAR(s) (\*see note)

1. Waiver for administrative separation is requested in case of (insert member's Rate/Rank, Full Name, Branch of Service, and Social Security Number/Designator).
2. The following amplifying data is submitted:
  - a. Insert treatment request, confirmation of use disorder, treatment recommendation by SARP (i.e., Level (Out –patient); Level II (Intensive Out-patient); Level III (Residential), etc.)
  - b. Insert type of referral, e.g., command referral, self-referral, or an alcohol incident referral.
  - c. State reason for requesting waiver. If incident referral, include date of incident and dates(s) of previous alcohol incident(s) (any alcohol incident, i.e., DUI/DWI, public intoxication, drunk and disorderly conduct) after member has received treatment from a previous incident.
  - d. Indicate member's EAOS, PRD, ADSD.
  - e. Insert pending treatment date, treatment facility, and location if available.
  - f. Provide history of previous treatment(s), status of aftercare (if any) (e.g., "Member's successfully completed Residential/Level III on February 2016 at SARP, Jacksonville, Florida. Member is currently in aftercare or member completed aftercare on 29 October 2016.")
  - g. Insert member's history of disciplinary infractions, alcohol incidents, all other alcohol related problems and dates of each, if any.
  - h. CO's recommends/endorsement (provide brief summary of member's performance).
3. Command point of contact is: (insert name of POC, who can be reached at COMM number and E-mail address for command POC is required.)

Commanding Officer's signature  
(Or XO/Acting or By direction)

\*NOTE: Enclosures should include NAVPERS 1070/613, Administrative remarks relevance, memorandums detailing extraordinary circumstances and documentation believed to have bearing on the request. DARs should be completed after every command or self-referral, alcohol incident. Submit initial DARs within 30 days of the referral or incident. Incomplete requests cause delays in processing.

(Contact the Navy Substance Prevention & Deterrence Branch (OPNAV N173) for any further questions regarding alcohol waiver requests at COMM 901-874-2262)

Original letter from command will be mailed to:  
USN NSA Mid-South CHNAVPERS MIL TN Mailbox Mill-n17-alcohol  
Copy to: Command Security Manager

DO NOT execute this warning for members recommended for separation. Doing so may require retaining member until they commit another violation.

NOTES:

1. Commands will use the following format for enlisted members who are being retained and warned.
2. If administrative separation process determines misconduct and votes to retain member, and the command has not recommended Secretary of the Navy overturn the recommendation and discharge, execute a NAVPERS 1070/613 warning at the time.
3. Member must sign and date the entry. Make a notation, signed and dated by officer, if member refuses to sign the entry.
4. Include a brief narrative of the offense, describing time, place, duty status, etc., in paragraph 1 of NAVPERS 1070/613 entry.
5. If member is later processed for administrative separation, include a copy of NAVPERS 1070/613 entry in the letter of transmittal or include existence of NAVPER 1070.613 entry in commander's comments in the event of message submission.