



**PRCO Training
7- 9 May 12**

Administrative Separations

Objective

- Define the ADSEP policy for members with 3 or more PFA failures in most recent 4-year period
- Discuss the timeline for PFA ADSEP
- Understand the new policy and rules regarding ADSEP for members with 18 or more years of service

Administrative Separation (ADSEP) Policy

- Mandatory ADSEP is required for all members failing the PFA 3 or more times in a 4-year period
- Member must have been given at least 1 administrative warning for processing

ADSEP Policy (cont'd)

- Timeline for Enlisted separations:

15 working days for members with less than 6 years of service.

50 working days for members with more than 6 years of service.

ADSEP Policy (cont'd)

- For officers, commands must submit separation request to PERS-834
- Non-Probationary Officers have more than 6 years of commissioned service and are entitled to a Board of Inquiry (BOI)
- The board decision is final and can not be overturned

ADSEP Policy (cont'd)

- Probationary Officers have less than 6 years of commissioned service and are not entitled to a Board of Inquiry (BOI)
- Member will be separated if approved by the ASN via CNP and CNPC.

PFA ADSEP for Members with Over 18 Years of Service

- Members with a third failure prior to 30 June 2011 and a approved fleet reserved or retirement date will be allowed to transfer to the Fleet Reserve if they have an approved date prior to 30 June 11
- Members with a third failure subsequent to 30 June 2011 will be processed for PFA separation

Members with Greater than 20 Years of Service

- Members with more than 20 years of service than incur a 3rd or more PFA failure must submit a Fleet Reserve request within 90 days from the date of failure
- Member with an approved Fleet Reserve date must adjust their date within 90 days of failure

Reserve Personnel

- Selected Reserve (SELRES) and Voluntary Training Unit (VTU) personnel, who have completed 18 (or more) years of qualifying service, creditable towards a non-regular (Reserve) retirement, are also not exempt from administrative processing

(1) Reserve personnel with 20 or more years of qualifying service are to be processed for separation, unless they submit a request to transfer to the Retired Reserve (with/without pay) immediately.

Reserve Personnel

(2) SELRES and VTU members may request retention in order to complete 20 qualifying years of service required for a Reserve retirement (with/without pay) to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913).

- Approval for retention does not necessarily guarantee that the Reserve member will be allowed to remain in a SELRES or VTU billet

ADSEP Package Submissions

- Forward complete case to NPC Enlisted Performance and Separation Branch (PERS 832) for ADSEP processing per MILPERSMAN 1910-704
- Enlisted Performance and Separation Branch (PERS-832)
- Reserve Enlisted status Branch (PERS-913)

CFL Role in the ADSEP Process

- Organize the ADSEP package:

PFA Record

Administrative warnings

FEP Records

Waivers