

MILPERSMAN 1910-166

ADMINISTRATIVE ACTION FOR FLEET RESERVE/ RETIRED RESERVE ELIGIBLE PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832) Active Enlisted Members	Phone:	DSN COM FAX	882-4432/2303 (901) 874-4432 882-2624
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone:	DSN COM FAX	882-4470 (901) 874-4470 882-2673
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Policy for Active Duty Personnel.** Congress has granted the Secretary of the Navy (SECNAV) authority to approve requests to transfer those enlisted personnel who complete 20 years of active service to the Fleet Reserve. The discretion of SECNAV to approve such transfers is absolute. He may deny such requests or modify them so that the member is transferred in a reduced pay grade based on the member's service, conduct, performance, or for any other reason which is supported by sufficient evidence. Any enlisted member with sufficient service who is recommended for transfer in a reduced pay grade may request an administrative separation (ADSEP) board so that he or she may argue that transfer should be approved in the member's current pay grade. The recommendation of the ADSEP board is not binding on SECNAV. After completing NAVPERS 1910/32 Administrative Separation Processing Notification Procedure or NAVPERS 1910/31 Administrative Separation Processing Notice - Administrative Board Procedure, the Service member may waive appearance before such board by submitting a waiver request (use format in paragraph 6 of this article).

2. **Policy for Reservists.** Enlisted Navy Reserve members on Inactive duty may request transfer to the Retired Reserve when they have completed 20 years of qualifying service and have received a Notice of Eligibility for retirement from Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch /FTS Recall and Conversions (PERS-913). The discretion of SECNAV to approve such transfers is absolute. SECNAV may

approve or modify such requests as described in paragraph 1 of this article.

3. **Characterization of Service.** When approving requests to transfer to the Fleet Reserve or to the Retired Reserve, SECNAV will assign an appropriate characterization of service per guidelines set forth in MILPERSMAN 1910-300 series. In cases of misconduct, an Under Other Than Honorable characterization of service may be assigned based on these guidelines and with due consideration to the member's service record in the current enlistment and the particular facts and circumstances of the basis for transfer.

4. **Waiver of Administrative Processing:**

a. Personnel in the following categories may request a waiver of ADSEP processing in order to be eligible to request transfer to the Fleet Reserve or Retired Reserve (use letter format provided in paragraph 6 of this article):

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting family advocacy action; or

(5) Awaiting administrative discharge action.

b. Such requests do not preclude or suspend disciplinary action at discretion of their commanding officers. In all cases, the Service members must be informed that they have the right to present their case before an ADSEP board which will make a recommendation to SECNAV on pay grade at retirement.

c. Regardless of any recommendation by member's chain of command, ADSEP board, or NAVPERSCOM; SECNAV may transfer the member in current or reduced pay grade, as deemed appropriate.

d. Reservists modify active duty procedures as follows:

(1) Send requests to NAVPERSCOM (PERS-913) for **enlisted**.

(2) Modify subject line: "Retired Reserve (with or without pay)."

(3) Add subparagraph 2f to First Endorsement (format in paragraph 7 of this article), reflecting total satisfactory service creditable towards retirement.

(4) Modify NAVPERS 1070/613 Administrative Remarks (format in paragraph 8 of this article): "Retired Reserve (with or without pay)" vice Fleet Reserve.

5. **When Member does not Request a Waiver of ADSEP Processing.**

If members do not immediately request a waiver of ADSEP processing, continue with ADSEP processing. Requests received after initiation of separation processing do not have to be approved by command or NAVPERSCOM.

6. Member's Request for Waiver of ADSEP Processing. Member's request should be in the following format:

	(Date)
From:	(Rate/name/branch/SSN (xxx-xx-1234, last four digits))
To:	Commander, Navy Personnel Command (PERS-832), or PERS-913 for Inactive Duty Navy Reserve personnel)
Via:	Commanding Officer/Commander
Subj:	REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE
Ref:	(a) MILPERSMAN 1910-166 (b) MILPERSMAN 1830-040
1. Per reference (a), I request that ADSEP processing be waived in order to transfer to the Fleet Reserve/Retired Reserve. I understand that my request to transfer in my current pay grade may be accepted, or that the Secretary of the Navy (SECNAV) may approve my transfer in a reduced pay grade. I further understand that this request does not preclude or suspend command disciplinary action. (For active duty only.) If my request is approved, I understand that I will be required to transfer to the Fleet Reserve/Retired Reserve, per reference (b), with an effective date directed by Navy Personnel Command.	
2. I acknowledge that I have the right to present my case before an ADSEP board that has the prerogative of recommending to SECNAV that I retire in my current pay grade; however, SECNAV may accept or reject the board's recommendation, and that I expressly and knowingly waive that right.	
3. If I am making this request following convening of an ADSEP board, I acknowledge that recommendation of the ADSEP board as to pay grade at retirement may be accepted or rejected at discretion of SECNAV.	
4. With the foregoing knowledge of my rights and prerogative of SECNAV as to pay grade at retirement, I request transfer to Fleet Reserve/ Retired Reserve in pay grade of _____.	
5. Additionally, I understand that approval of this request may result in an Under Other Than Honorable (OTH) characterization of service.	
SIGNATURE OF MEMBER	

7. **Command's First Endorsement.** Command's First Endorsement is to be prepared in the following format: (Use proper letter format.)

(Date)
FIRST ENDORSEMENT on (member's rate/name/branch/SSN (xxx-xx-1234, last four digits) request of (date of request))
From: Commanding Officer/ Commander
To: Commander, Navy Personnel Command (PERS-832, or PERS-913 for Inactive Duty Navy Reserve personnel)
Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE
Ref: (a) Uniform Code of Military Justice (UCMJ)
1. Forwarded, recommending approval or disapproval. Reason for processing should this request not be approved is (list all reasons which meet minimum criteria).
2. Basic record data: <ul style="list-style-type: none">a. Date of current enlistmentb. Expiration of active obligated service (EAOS)/ expiration of service (EOS)c. Active duty service date (ADSD)d. Months onboard current commande. Total active federal military service as of (date)f. Total satisfactory service creditable towards Reserve retirement (inactive duty Navy Reserve personnel only)g. Last 5 years of evaluations/fitness reports. (provided as enclosures)
3. Involvement with civilian authorities: (If none, so state; otherwise, provide details of events, circumstances, and facts surrounding offense(s); and action by civil authorities. Include citation of civil statute(s) violated, charge(s) on which arraigned and or plead guilty or tried and or convicted, and sentence of court (if any).)
4. Summary of military offense(s): (If none, so state; otherwise, list chronological date of nonjudicial punishment (NJP)/court-martial (CM), reason/offense, including the reference (a) article and specification; and in case of CM indicate date of convening authority final action (approved findings and sentences).)
5. Commanding officer's comments: (Provide a recommendation regarding whether member should be allowed to transfer in a current or reduced pay grade.)
6. Point of contact/location of command/telephone (DSN/COMM)/E-Mail:
SIGNATURE OF CO/ACTING (NOT BY DIRECTION)

8. **If Waiver is Approved.** If authority is granted to allow member (in lieu of ADSEP processing) to transfer to Fleet Reserve/Retired Reserve, prepare the following NAVPERS 1070/613 entry for inclusion in member's record:

"I understand that I have been afforded opportunity to transfer to the Fleet Reserve/Retired Reserve effective (date provided by NAVPERSCOM). I further understand that I am not eligible to be recalled without express written permission of NAVPERSCOM and that I will be assigned a reenlistment code of RE-4. AUTHORITY: NAVPERSCOM (message date time group)."

MEMBER'S SIGNATURE

WITNESS' SIGNATURE