ADSEP/DFC PACKAGE DOCUMENT CHECKLIST

Admin Board Packages must include:

BLUF: If pages are not legible/hard to read, contact command to resubmit requested pages or entire package.

- Endorsements should match the number of vias in the CO’s/OICs DFC request letter (i.e. 3 vias should have 3 endorsements).
- Correct version of the Letter of Transmittal (IAW MILPERSMAN 1910-600)
- Record of Proceedings (Summary of what was said and actions of the admin board)
- Appointment letter (Listing of board members)

- Notification notice (Admin Board or Notification Procedures)
  - “Elect/Waive” blocks must have member’s initials or “N/A”.
  - Ensure notification notice has CO’s and member signatures along with dates.

- Correct version of the Board Findings/Recommendation Sheet (IAW MILPERSMAN 1910-516)
  - Any Board Findings/Recommendation Sheet with the words “Do the Facts and Circumstances Warrant Separation” is not authorized.
  - RGD (Rate Grade Determination) will be included if member being processed for separation is over 20 years.
  - Recommendation for separation/suspended separation will have a recommendation for member’s characterization of service.
  - Verify if member’s counsel intend to submit a Letter of Deficiency if do intend/do not intend selection had not been selected.
  - Dissenting member’s comments are optional. If comments are made, dissenting members’ signatures are required!
  - Ensure that all board members’ signatures are listed.
- All enclosures/exhibits listed on CO’s Transmittal Letter or Record of Proceedings
  ■ Court-martial paperwork
  ■ NJP paperwork
  ■ Navy Drug Screening Laboratory urinalysis reports for all drug cases.
  ■ NCIS investigation (if noted in the Letter of Transmittal or Notification notice).
  ■ Command investigation/preliminary inquiry (if noted in the Letter of Transmittal or Notification notice).
  ■ Police Report (if noted in the Letter of Transmittal or Notification notice).
  ■ IG inspection/investigative report (if noted in the Letter of Transmittal or Notification notice).
  ■ Court adjudication/final disposition results (if noted in Letter of Transmittal or Notification notice).
  ■ FAP Clinical Case Staff Meeting (CCSM) and/or Incident Determination Committee (IDC) letters (if noted in the Letter of Transmittal or Notification notice).
  ■ Verification of FAP Treatment Completion certificate or letter.
  ■ Level I through III Treatment Completion/After-Care letters (if noted in the Letter of Transmittal or Notification notice).
  ■ Drug and Alcohol Reports (DAR) (if noted in the Letter of Transmittal or Notification notice).
  ■ SITREP/OPREP messages should be included there are any cases of sexual assault, sexual harassment, equal opportunity (EO) violations, etc.
  ■ For EO complaints, a copy of the complaint will be included.
  ■ Member’s statement (optional)

**NOTE:** Ensure that the reasons for administrative separation and admin board’s votes matches on the Letter of Transmittal, Record of Proceedings and Board Findings/Recommendation Sheet.
**Detachment for Cause (DFC) Packages must include:**

**BLUF:** If pages are not legible/hard to read, contact command to resubmit requested pages or entire package.

- CO’s/OIC’s DFC request letter with associated enclosures
- Endorsements should match the number of vias in the CO’s/OICs DFC request letter (i.e. 3 vias should have 3 endorsements).
- If ADSEP processing is mentioned in the letter, contact command/NLSO/RLSO to find out when member was notified and if possible, admin board date.
  - Notification notice (Admin Board or Notification Procedures)
    - “Elect/Waive” blocks must have member’s initials or “N/A”.
    - Ensure notification notice has CO’s and member signatures along with dates.
- All enclosures listed on the CO’s/OICs DFC request letter
  - CO’s rationale why member should be retained in the Naval Service
  - Court-martial package (if noted in the CO’s/OIC’s DFC request letter). See the “specific items’ section under Courts-martial.
  - NJP package (if noted in the CO’s/OIC’s DFC request letter). See the “specific items” section under NJP.
  - NCIS investigation (if noted in the CO’s/OIC’s DFC request letter).
  - Command investigation/preliminary inquiry (if noted in the CO’s/OIC’s DFC request letter).
  - Police Report (if noted in the CO’s/OIC’s DFC request letter).
  - IG inspection/investigation (if noted in the CO’s/OIC’s DFC request letter).
  - Court adjudication/final disposition results (if noted in the CO’s/OIC’s DFC request letter).
  - NEC removal request (if noted in the CO’s/OIC’s DFC request letter or member’s statement).
- Letters of Instruction (LOI)/Non-punitive Letter of Caution (NPLOC) (if noted in the CO’s/OIC’s DFC request letter).
- Transfer to the Fleet Reserve date/message (if noted in the CO’s/OIC’s DFC request letter or member’s statement).
- Verify if member submitted statement if “yes/no” selection had not been selected.
- Member’s statement
Specific items:

Courts-martial:

- **ADSEP/DFC:**
  - Court-martial charge sheet
  - Report of court-martial action
  - Any pre-trial agreements
  - Convening authority’s action
  - Prosecutorial merit review on why court-martial was not warranted.

NJP:

- **ADSEP/DFC:**
  - Complete NJP package (including NAVPERS 1626/7 (Report chit), accused’s acknowledgement of appeal rights, military suspect’s acknowledgement and waiver of rights, accused’s notification and election of rights, DRB results and NJP results and either Court memorandum (Page 7 or Page 13).
  - For CPOs, SCPOs and MCPOs: Copy of the punitive letter of reprimand.
  - For NJP appeals: Member’s NJP appeal, CO’s endorsement, ISIC endorsement and Flag’s final decision on member’s NJP appeal.
  - If member refuses CO’s NJP: Copy of accused’s notification and election of rights with initial/date member consults with lawyer and initial where member refuses CO’s NJP.
  - Ensure that copies are legible. Command will be notified to resubmit legible copies.

Command investigation/preliminary inquiry:

- **ADSEP/DFC:**
Command investigation/preliminary inquiry should include the Investigation Officer’s appointment letter, witness statements with rights, member’s statement (if they desire to submit one) and copies of other amplifying information (i.e. pictures, excerpts from instructions, receipts, etc.).

PTSD/TBI/Other Mental Diagnoses:

- **ADSEP:**
  - Member has to have medical documentation of PTSD diagnosis.
  - Memo from clinical psychologist/psychiatrist stating whether or not PTSD was a contributing factor in member’s misconduct.
  - TBI and other mental diagnoses will need the same documentation and determination memo.

PEB/MEB/DES:

- **ADSEP/DFC:**
  - Verify with command or YNC Balleza/PSCS Bayran if member is enrolled in the DES if medical paperwork is present with the package.
  - DES paperwork should have the date member was referred and what member is being referred for to the PEB (diagnosis(es)).
  - PEB Board final determination results:
    --- Fit for duty
    --- Unfit for duty w/disability percentage and diagnosis(es)
  - For non-punitive separation bases: PFA Failure, FAP Failure and Alcohol Rehabilitation Failure, etc., the PEB process continues and once complete, ADSEP processing resumes.
  - For punitive (misconduct) bases for separation, ADSEP processing continues while the PEB in progress. DCNP would have the final decision on member’s case.
PFA Page 13s:

- ADSEP:
  - Ensure PFA Failure Page 13s are signed by both the member and CO.
  - Member should have a PFA Failure Page 13s stating “You are being retained in the Naval Service” at the least.
Types of ADSEP Packages:

NOTE: When there is medical documentation listed in the cases, verify if member is in the DES/PEB.

Pattern of Misconduct:

- Notification of admin separation
- Copies of two or more CO’s NJPs, courts-martial or civil convictions or a combination of both.
  --- A complete NJP package, courts-martial package and police report/court conviction paperwork required as applicable to offenses.
  --- For NJP’s, include all NJP appeals, CO endorsement and final disposition of member’s NJP appeal.
- Three or more unauthorized absences (each is more than 3 days, but less than 30 days duration).
- Copy of Page 13 (Counseling/Warning) issued after the first offense.
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

Misconduct (COSO):

- Notification of admin separation
- Police reports
- Court documentation
- Command investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- Complete NJP and/or courts-martial package (if applicable)
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

**Misconduct (Civilian Conviction):**

- Notification of admin separation
- Police reports
- Court documentation
- Command investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- Complete NJP and/or courts-martial package (if applicable)
- Page 13 with civilian conviction information
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

**Misconduct (Drug Abuse):**

- Notification of admin separation
- Navy Drug Screening Laboratory urinalysis report
- Technical review of member’s medical record (if applicable)
- Complete NJP and/or courts-martial package (if applicable)
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years
Unsatisfactory performance:

- Notification of admin separation
- Letters of Instruction (LOI)
- Last 5 years of evaluations
- Message from COMNAVPERSCOM 81 direct ADSEP stating failure to convert.
- Complete NJP and/or courts-martial package (if applicable)
- Commanding investigation/preliminary inquiry (if applicable)
- NCIS investigation (if applicable)
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

BIOTS:

- Notification of admin separation
- BIOTS addendum
- Commanding investigation/preliminary inquiry
- Complete NJP and/or courts-martial package (if applicable)
- NCIS investigation (if applicable)
- Admin board not authorized for BIOTS (unless notified for multiple reasons)
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

Alcohol Rehabilitation Failure/2 DUI’s:

- Notification of admin separation
- Drug and Alcohol Reports (DARs)
- Police reports
- Court documentation
- Level I through III Treatment Completion/After-Care letters
- Complete NJP and/or courts-martial package (if applicable)
- **If command submits waiver, verify N170A submitted input prior to PERS 832 processing**
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

**Fleet Reserve request in lieu of ADSEP Processing:**

- Command endorsement
- Notification of admin separation
- Member’s request for waiver
- Pertinent documentation that pertain to request (i.e. complete NJP package/Courts-martial package).
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

**Physical Fitness Failure:**

- Notification of admin separation
- Current PRIMS Spreadsheet with BCA percentage, PFA category scores and final scores
- Signed PFA Failure Page 13s listing member’s failures (“You are being retained in the Navy) at the least **prior to most recent failure.**
- Any medical documentation
- DES referral paperwork
- PEB final determination results
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to
state whether or not PTSD/TBI or other mental issue contributed/not contributed to PFA Failure.

- Verify with PERS 836 if member has approved FLT RES date if over 20 years

FAP Rehabilitation Failure:

- Notification of admin separation (notification for ADSEP for 1910-162 (with BIOTS listed))
- Police reports
- NCIS investigation
- Command investigation (if applicable)
- Court documentation
- IDC (Incident Determination Committee) letter
- CCSM (Clinical Case Staff Meeting) letter
- Domestic Violence and/or Anger Management course completion certificates/letters
- Complete NJP and/or courts-martial package (if applicable)
- BIOTS Addendum
- SITREP message submitted (if applicable)
- If PTSD/TBI or other mental issues diagnosed, memo from clinical physician/psychologist/psychiatrist need to state whether or not PTSD/TBI or other mental issue contributed/not contributed to the member’s misconduct.
- Verify with PERS 836 if member has approved FLT RES date if over 20 years

FAP Waiver:

- CO’s endorsement addressing justification
- Domestic Violence and/or Anger Management course completion certificates/letters
- Verify with PERS 836 if member has approved FLT RES date if over 20 years