1. **General Provisions**. General provisions are applicable to all officer cases involving performance or conduct.

   a. If it is expected that disciplinary or adverse action (military or civilian) may be taken against an officer, the officer should not execute transfer orders until such action has been resolved. When a modification of orders is necessary, the below listed personnel (PERS) codes at Navy Personnel Command (NAVPERSCOM) should be notified by the member’s commanding officer (CO) regarding the circumstances provided with recommendations and requested to issue orders as may be
appropriate:

(1) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834); and

(2) NAVPERSCOM, Career Management Department (PERS-4) applicable detailer division (e.g., PERS-41, 42, 43, 44, etc.).

b. Additionally, if it is expected that disciplinary action (military or civilian) may be taken against an officer that has been selected for or is currently in the Naval Nuclear Propulsion Program training pipeline or an officer with current nuclear additional qualification designators, the offices listed below should also be notified of the circumstances:

(1) Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133); and

(2) NAVPERSCOM, Nuclear Submarine Officer Career Management Division (PERS-42).

c. When misconduct or deficiencies in performance are discovered after the submission of the fitness report (FITREP), a supplemental FITREP, per chapter 15 of reference (a), should be submitted (as appropriate).

d. Except as provided in MILPERSMAN 1070-020, an officer must be given notice of and an opportunity to respond to all adverse matters which are being forwarded to NAVPERSCOM for inclusion in the officer’s official military personnel file (OMPF). The officer’s intention not to make a statement must be indicated in writing or by the expiration of a stated period of time within which the member, after having been so advised, was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the officer by referring it to the officer. Direct the officer’s attention to reference (b), article 1122 for guidelines regarding such statements.

e. COs must notify PERS-834 via letter or encrypted e-mail: PERS-834@navy.mil (as appropriate means of communication) of incidents involving officer performance or conduct which may be of public interest, or those which will require action by NAVPERSCOM, concerning the officer’s status (i.e., nonjudicial punishment (NJP), court-martial, civil arrest, administrative
separation, detach for cause, etc.). Unless indicated otherwise, these initial reports are intended for information and appropriate action, and not for inclusion in an officer’s OMPF. The initial notification must include the officer’s name, rank, and designator; the command’s point of contact (POC) information; and a brief description of charges and or specifications.

f. When practical to do so with clarity and without prejudice to the officer concerned, facts or details requiring reports to be classified should be omitted. Information should not be classified solely because it is embarrassing or derogatory to the member.

g. Unless security reasons dictate otherwise, reports should be designated “For Official Use Only” and transmitted via mail in double envelopes. The outer envelope should be addressed to PERS-834 and the inner envelope marked “Officer Performance, For Official Use Only” (as appropriate). If transmitting via e-mail, send unclassified reports to e-mail: PERS-834@navy.mil via encrypted e-mail and label appropriately.

2. **Misconduct – General Court-Martial**

   a. When court-martial charges have been preferred against an officer, the CO will immediately send a copy of the charges and specifications with explanatory information to PERS-834 per paragraph 1e. The CO will keep PERS-834 informed of the status and disposition of the charges.

   b. At the conclusion of trial, the CO will forward the Report of Results of Trial letter to PERS-834. The report is to include a copy of the charges preferred, the disposition of each, and the final sentence adjudged as an enclosure.

   c. If a discharge or dismissal was not awarded, but a guilty finding was determined on any of the charges, the CO is to provide a recommendation on whether the officer should be required to show cause for retention. The letter must be sent via the officer if a recommendation for separation or show cause is included in the report.

   d. If a recommendation to separate or to show cause is being made and the reporting officer is not a flag officer, the report of results of trial must be submitted via the first flag officer in the chain of command. Chief of Naval Personnel (CHNAVPERS)
does not require multiple endorsers, as this may unnecessarily delay the report being received at NAVPERSCOM. However, this does not preclude fleet, type, or group commanders from requiring the reports to be forwarded via operational or administrative channels.

3. **Misconduct – NJP**

   a. When a decision is made to impose NJP on an officer, the command must notify PERS-834 per paragraph 1e. The CO will keep PERS-834 informed of the status and disposition of the charges.

   b. If a recommendation is likely to be made to detach the officer for cause, include PERS-4 as an addressee to alert both detailers and placement officers. A back-fill will depend on billet prioritization, see MILPERSMAN 1611-020 for further guidance.

   c. When NJP is complete, the authority imposing punishment must immediately notify PERS-834 by letter (i.e., Report of Nonjudicial Punishment) as soon as the results are final (i.e., when the officer declines to appeal, does not appeal within the required time, or after the appeal has been adjudicated), refer to exhibit 1.

   d. If the officer imposing NJP is not a flag officer, the Report of Nonjudicial Punishment must be submitted via the first flag officer in the chain of command. CHNAVPERS does not require multiple endorsers, as this may unnecessarily delay the report being received at NAVPERSCOM. However, this does not preclude fleet, type, or group commanders from requiring the reports to be forwarded via operational or administrative channels.

   e. The officer’s CO or the authority imposing the punishment will include requests, recommendations, and an explanation for each in the Report of Nonjudicial Punishment on the following issues:

      (1) Whether it is requested the officer be detached for cause (DFC);

      (2) Whether the officer’s misconduct warrants promotion, delay, or removal (if on a promotion list); and

      (3) Whether the officer should be required to show cause
for retention.

f. The Report of Nonjudicial Punishment will be forwarded via the officer concerned for acknowledgment and an opportunity to submit a statement. The originating command will normally be the second via addressee and may provide comments (as appropriate) on the officer’s statement.

g. The letter report should be forwarded for flag endorsement as discussed above.

h. The following information and documentation should be forwarded with the report of NJP:

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<table>
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<tbody>
<tr>
<td>(1)</td>
<td>Offenses for which punishment was imposed</td>
</tr>
<tr>
<td>(2)</td>
<td>A brief description of the circumstances surrounding the offense(s)</td>
</tr>
<tr>
<td>(3)</td>
<td>The punishment awarded</td>
</tr>
<tr>
<td>(4)</td>
<td>A copy of the punitive letter (if one is given)</td>
</tr>
<tr>
<td>(5)</td>
<td>A copy of the investigation and other documents which were considered at NJP to include rights statements</td>
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<tr>
<td>(6)</td>
<td>A copy of the NAVPERS 1626/7 Report and Disposition of Offense(s).</td>
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<tr>
<td>(7)</td>
<td>A summary of any statement, if made by the officer at NJP.</td>
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<tr>
<td>(8)</td>
<td>A copy of the appeal and the letter denying an appeal or the officer’s written declination to appeal.</td>
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<tr>
<td>(9)</td>
<td>A dated acknowledgment by the officer, that the officer has reviewed the Report of Nonjudicial Punishment, was advised of any adverse actions recommended (including DFC or show cause) by the command, and that the Report of Nonjudicial Punishment will become part of the officer’s OMPF. The officer’s acknowledgement or statement should be the first endorsement to the Report of Nonjudicial Punishment.</td>
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<tr>
<td>(10)</td>
<td>If an appeal is granted on only a portion of the NJP imposed, the Report of Nonjudicial Punishment should be submitted with a copy of the appeal letter, which will be included in the OMPF.</td>
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4. **Misconduct - Civil Offenses.** In civil cases where an officer has been arrested in connection with or charged with a civil offense that would constitute an offense, if charged under reference (c), the CO must report initial pertinent information to PERS-834 by encrypted e-mail. This includes civil charges for
drunk, impaired, or reckless driving. Subsequent status reports must be submitted (as appropriate). When the results of the civil action become final, the CO must submit a Final Civil Action Report to NAVPERSCOM by letter (i.e., exhibit 2) following the same procedures outlined above in paragraphs 3d through 3g. Since this letter may become a part of the officer’s OMPF, it will include the following:

| (a) | brief description of the incident for which the officer was investigated, arrested, or tried |
| (b) | statement of the charges as filed (if applicable) |
| (c) | statement of the pleading or findings (if applicable) |
| (d) | statement of the sentence imposed (if applicable) |
| (e) | statement listing any diversionary or mitigating actions (i.e., community service, attend Mothers Against Drunk Driving meetings, attendance at a specified class, etc.) allowed by the court resulting in a dismissal of the civil charges |
| (f) | copy of the civil court document reflecting final disposition of the matter |
| (g) | command action being taken or recommended |
| (h) | dated acknowledgment by the officer, that the officer has reviewed the Report of Final Civil Action, was advised of any adverse actions recommended (including DFC or show cause) by the command, and that the Report of Final Civil Action will become part of the officer’s OMPF. The officer’s acknowledgement or statement should be the first endorsement to the Report of Final Civil Action. |

5. **Misconduct - Other.** There may be cases where an officer has allegedly committed misconduct but there is no NJP, court-martial, or civilian conviction to adjudicate the allegations. This could occur for several reasons, the most common one being because the member refused NJP and it was determined that the misconduct did not warrant court-martial. In such circumstances, if the officer's CO believes that the alleged misconduct warrants show cause, the CO may forward a Report of Misconduct (ROM) to PERS-834 following the same notification and reporting procedures outlined above in paragraphs 1e and 3d through 3g. The following information and documentation should be forwarded with the ROM:

| (a) | A brief description of the misconduct |
| (b) | An explanation of why disciplinary action was not taken |
A copy of the investigation and other documents explaining the misconduct

A copy of the NAVPERS 1626/7 Report and Disposition of Offense(s), if officer refused NJP

A dated acknowledgment by the officer, that the officer has reviewed the ROM, was advised of any adverse actions recommended (including DFC or show cause) by the command, and that the ROM may become part of the officer’s OMPF. The officer’s acknowledgement or statement should be the first endorsement to the ROM

6. **General Administrative Requirements in Reporting Misconduct**

   a. Sample letters for reporting misconduct (NJP, civil conviction, or court-martial) are provided in exhibits 1 through 3. If reporting non-adjudicated allegations in a ROM per paragraph 5, use exhibit 1, retitled “Report of Misconduct ICO…” and enclose all documents related to the case.

   b. The command submitting the report will include the officer’s current working location or temporary additional duty (TAD) location (if removed from current duty assignment), and a unit POC at the alternate work location or TAD location.

   c. Other actions recommended by the CO or flag officer, (i.e., DFC, promotion delay, filing of official documents into member’s OMPF, etc.) will be coordinated by PERS-834. If a DFC is requested, include PERS-4 as an addressee, and see MILPERSMAN 1611-020 for further guidance.

   d. Upon receipt of a report, the Show Cause Authority (SCA), normally delegated to Commander, Navy Personnel Command (COMNAVPERSCOM), will take the following actions:

       (1) **No Show Cause.** If the SCA determines that any officer is not required to show cause for retention, PERS-834 will notify the officer of this determination for retention via the officer’s CO in a Status in the Navy letter.

       (2) **Show Cause – Probationary Officers (Less than 6 years of Commissioned Service) not offered a Board of Inquiry.** If the SCA determines the officer should show cause for retention, a letter of notification of intent to initiate administrative separation proceedings will be sent to the officer via the CO. The officer may elect to show cause for retention by submitting a
response to the misconduct report which will be forwarded to the separation authority, normally delegated to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), for final decision.

(3) **Show Cause – Non-Probationary Officers, Cases Seeking an Other than Honorable Discharge, or other Cases for which a Board of Inquiry is Offered.** If the SCA determines that the officer should show cause for retention before a board of inquiry (BOI), a letter of notification will be sent to the officer via the regional commander (who will act as the convening authority (CA) on behalf of the SCA for the BOI). The regional commander will provide a copy of the notification letter to the member’s CO and chain of command (as appropriate), and the officer may elect to show cause for retention by appearing before the BOI. In those cases where an officer is being required to appear before a BOI, the following requirements are germane:

(a) PERS-834 will provide a copy of the misconduct report to the regional commander as appropriate.

(b) If the member, in fact, elects to appear before a BOI, the regional commander will request a copy of the OMPF from PERS-834. The OMPF will be provided within 5 working days.

(c) From date of notification, the member has 10 calendar days to elect whether he or she desires to appear before a BOI or elect other alternatives. An officer’s failure to acknowledge the notification and elect his or her rights to which entitled constitutes a waiver of those rights. In the absence of selection of their rights, the regional commander or CA will initiate BOI proceedings.

(d) Reference (d) requires a BOI to be held within 60 days of an officer’s election to appear before a BOI. Extensions of this requirement may be requested (if necessary) to PERS-834 via the regional commander. An extension will not be granted, except in the most unusual of circumstances.

7. **Pay Matters.** COs or commanders will report the results of all cases of unauthorized absences and any punishment from NJP or court-martial which involves a forfeiture or fine via their local personnel support detachment (PSD) or disbursing officer to the Defense Finance and Accounting Service (DFAS). This report will be in addition to the aforementioned misconduct report. The report must include the inclusive dates of the unauthorized
8. **Additional Guidance for Officers in Special Assignment**

   a. Officers serving in special assignments, as defined in MILPERSMAN 1301-202, may require reassignment pending disciplinary or adverse action. In these special circumstances, staffs must carefully balance the procedural rights of the officer pending disciplinary or adverse action with the prejudice to good order and discipline created by officer misconduct in special assignments.

   b. When disciplinary or adverse administrative action is considered against an officer serving in a special assignment, staffs should consider:

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<tr>
<td>(1)</td>
<td>Following any allegation(s) of misconduct by an officer serving in a special assignment, initiate appropriate level of investigation.</td>
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<tr>
<td>(2)</td>
<td>Depending on the specific allegations, determine if immediate administrative actions are required (e.g., remove access to classified information, military protective order).</td>
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<tr>
<td>(3)</td>
<td>For officers serving on flag officer, general officer, senior civilian personnel staffs; if, after preliminary inquiry, it is determined that there is sufficient evidence of misconduct to warrant a complete command investigation or referral to Naval Criminal Investigative Service or other professional law enforcement, the officer should be reassigned temporarily outside the personal staff pending completion of the investigation. Absent unusual circumstances, reassignment should normally occur within 72 hours following receipt of the preliminary inquiry. Reference (e) provides specific guidance on the conduct of a preliminary inquiry. This temporary reassignment does not presume guilt, but is necessary to ensure the investigation is completed free from actual or perceived influence from the flag officer, general officer, or senior civilian. Similarly, commanders should consider delegating or transferring decision on the investigation and any resulting disciplinary or administrative action outside the staff.</td>
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<tr>
<td>(4)</td>
<td>Per this article, initiate notifications to NAVPERSCOM and others (as required).</td>
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9. **Substandard Performance**

   a. If a CO believes that an officer's performance is substandard and warrants separation for cause, per enclosure (3) of reference (d), the CO may forward a request for administrative separation for cause to PERS-834 via the member concerned and the first flag officer in the chain of command, if the requestor is not a flag officer.

   b. Enclosure (3) of reference (d) provides a full list of the types of substandard performance that warrant separation for cause. A few common reasons for requesting separation for cause due to substandard performance are discussed below:

   (1) **Physical Fitness Assessment (PFA) Failure.** A CO must forward a request for administrative separation for substandard performance if an officer fails two or more consecutive PFAs per reference (g). The package must contain a PFA Failure Notification received by the member prior to the second failure per reference (h). Separation for cause due to PFA failure is authorized by subparagraph 1a(9) in enclosure (3) of reference (d) under substandard performance.

   (2) **Conditions not Amounting to a Disability (CnD).** Reference (i) announced revised administrative separation guidance for Service members with conditions that interfere with the performance of duty, but are not specifically listed as
compensable under the Veterans Affairs Schedule for Rating Disabilities. These conditions are also known as conditions not amounting to a disability (CnD) (i.e., non-disabling medical conditions, personality disorders, adjustment disorders, etc.). CnD is not appropriate and should not be pursued when ADSEP is warranted on the basis of unsatisfactory performance or misconduct. A medical evaluation board must review the officer’s case and recommend separation to the command. In some cases, per reference (i), a flag medical department officer review is required. In order for a CO to request administrative separation for cause for an officer who has been diagnosed with CnD, the CO must articulate how the condition is impacting the officer's performance to such an extent that separation for cause due to substandard performance, per enclosure (3) of reference (d), is warranted.

10. **Non-Punitive Actions Administered Orally or by Letter of Caution.** Non-punitive actions administered orally or by a Non-punitive Letter of Caution, not intended for inclusion in the officer’s OMPF, are not considered punishment within the purview of reference (c), but are considered non-punitive measures as described in reference (e), section 0105(b). Notation thereof must not be made in a FITREP, and a copy of such letter must not be forwarded to NAVPERSCOM for inclusion in the officer’s OMPF. The performance of duty or facts upon which the action was based, may properly be mentioned in the next FITREP of the officer concerned.

11. **Matter of Interest Filing (MIF) in Official Record**

   a. COMNAVPERSCOM determines whether records or reports of formal or informal investigations, courts of inquiry, or other matters contain matters of interest that should be filed in the OMPF of any present or former officer. A Matter of Interest Filing (MIF) is normally used to ensure that the entire report of a matter, rather than excerpts, which might appear in either FITREP, letters of commendation, letters of censure, or other means is available for future reviewing, examining, or selection authorities. MIFs are administrative actions and will not be used in lieu of, or as a substitute for, commendatory or disciplinary action, or appropriate markings and comments in a fitness report.

   b. In cases where additional information regarding an officer’s performance becomes available subsequent to detachment
and transfer to another command or after a FITREP for the period in question has already been submitted, a supplementary FITREP is normally considered more appropriate than a request for a MIF. In those cases in which a MIF has been recommended and the information might be construed to reflect derogatively on the officer whose record it would be filed in, the officer must be afforded the opportunity to review the matter and must submit a signed statement or declination to make a statement to PERS-834. Final determination regarding the matter of interest filing must be made by COMNAVPERSCOM after receipt of the officer’s statement.

12. **Adverse FITREP**

   a. In the case of an adverse FITREP, per reference (b), the adverse matter will not be placed in an officer’s OMPF without the officer’s knowledge.

   b. If a FITREP contains an adverse matter, it must be referred to the member, along with a letter referring adverse report to officer for statement, as the officer may choose to make a statement. If the officer does not desire to make a statement at that time, the officer must state this officially by annotating the appropriate box on the FITREP. The reporting senior must forward the report directly to NAVPERSCOM, Performance Evaluations Division (PERS-32).

   c. If a report referred to an officer for signature is not returned to the reporting senior within a reasonable length of time, the reporting senior must enter an authorized explanatory phrase, per reference (a), in the signature block and forward the report to PERS-32. If the officer on whom an adverse report is made has been detached, the report must be forwarded to the officer directly, not via the new reporting senior, except when the officer has been hospitalized. Refer to reference (a) for actions to follow if the officer fails to respond or refuses to sign the adverse report.

   d. In all cases in which a matter may be construed as possibly reflecting adversely against an officer, CHNAVPERS resolves the issue in favor of the officer concerned and gives the officer the benefit of seeing the material with the opportunity to comment thereon.
13. **Information Which Alleges Indebtedness, Non-support, or Paternity**

   a. When a CO is in receipt of information which alleges a claim of indebtedness, non-support of the officer’s legal dependents, or paternity of a child born out of wedlock, regarding an officer under their command, and it becomes apparent to the CO that the officer has:

      (1) Flagrantly mishandled personal financial affairs;

      (2) Repeatedly disregarded a valid court order, current mutual support agreement, or MILPERSMAN 1754-030, and controlling directives requiring them to contribute to the support of their legal dependents; or

      (3) Admitted paternity or was formally adjudicated to be the father of an illegitimate child, and willfully neglected to meet the obligations that may attach thereto in such a manner as to bring discredit upon the Naval Service; then the CO must take such action as indicated in paragraph 13b below.

   b. Being guided by the merits of each case, a CO should consider:

      (1) An appropriate notation in the officer’s next regular FITREP;

      (2) CO’s NJP;

      (3) Referral to court-martial; or

      (4) Request show cause, when NJP is refused and a court-martial not appropriate.

   c. The mere involvement of an officer in any non-support, paternity, or indebtedness situation should not be the sole factor for considering action outlined above. However, an officer must be morally and professionally qualified for their present rank, and for promotion to the next higher grade. When an officer’s conduct in such cases does, in fact, bring discredit upon the Naval Service, a CO should take appropriate action to address the matter.
14. **Unauthorized or Unexplained Absence – Policy**

   a. In all cases of unauthorized or unexplained absence (including failure to report in compliance with official orders, missing movement, or absence over leave or liberty) the CO must immediately notify PERS-834 by encrypted e-mail at: PERS-834@navy.mil and the servicing PSD or personnel office of all facts and circumstances surrounding the officer’s absence.

   b. When a naval officer has been absent for 10 days and has not been declared a deserter, notify the next-of-kin (NOK) by letter (sample in para 14c below). If the officer returns prior to being declared a deserter, notify the NOK of such return.

   c. Unauthorized absence sample letter (use proper letter format):

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   “I regret the necessity of informing you that your (son/daughter/spouse, or insert other relationship as appropriate) (insert full name and rank), who was attached to (this/the) ship (or command as appropriate) has been on unauthorized absence since (fill in). Should you know of the whereabouts of your (son/daughter/spouse or other relationship), it is suggested that you urge (him/her) to surrender to the nearest naval or other military activity immediately since the gravity of (his/her) offense increases with each day of (his/her) unauthorized absence. Should your (son/daughter/spouse/other relationship) remain absent for 30 days, (he/she) will be declared a deserter, and a Federal warrant will be issued. Information concerning (his/her) absence will be provided to the National Crime Information Center which, in turn, is available to all law enforcement agencies throughout the country.”
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   d. Deserter/Absentee. When an officer has been absent for more than 30 days, DD 553 Deserter/Absentee Wanted by the Armed Forces will be issued on the 31st day of absence. DD 553 must be issued immediately if it initially appears that the officer may have intended to desert or defect, or is absent without authority without regard to length of absence and has gone to, or remains in, any foreign country and while in such foreign country has requested, applied for, or accepted any type of asylum or residence permit from such country or any governmental agency thereof.
e. Distribution of DD 553

(1) The original DD 553 must be forwarded to Navy Absentee Collection and Information Center (NACIC), Millington, TN at e-mail: nacic-ops@navy.mil.

Note: Maximum notification to the Armed Forces agencies near the place where the unauthorized absence occurred will be made. In foreign ports when the assistance of civil authorities is required, the CO will prepare and sign a descriptive report and send it to the nearest consul of the United States.

(2) In case of aliens believed to be in a foreign country, send a copy of DD 553 to the following:

| DEPARTMENT OF STATE          |
| ATTN VISA OFFICER SCA VO     |
| STATE ANNEX NUMBER 2         |
| WASHINGTON DC 20520          |

(3) For U.S. citizens believed to be in a foreign country, send a copy to the following:

| DEPARTMENT OF STATE          |
| PASSPORT OFFICE PTLS         |
| 1425 K STREET NW             |
| WASHINGTON, DC 20524         |

(4) A copy of DD 553 must be filed in the officer’s service record, but removed upon the officer’s return and completion of administrative and or disciplinary action. NAVPERSCOM will normally notify the Federal Bureau of Investigation (FBI) concerning absentees. When unusual circumstances exist such as unauthorized absentees who are escaped prisoners or are dangerous, the local CO may notify the FBI.

f. Absentee’s Personal Effects. When DD 553 is issued, the CO must cause the absentee’s personal effects to be collected, inventoried, and placed in safekeeping. Instructions for the appointment of an inventory board and detailed description of its duties are contained in reference (j). The personal effects of an absentee will be held at the absentee’s parent command for 3 months, after which they will be disposed of per reference (j).
If the officer returns to naval jurisdiction within 3 months after commencement of absentee status, the officer’s personal effects will be returned to the officer at the officer’s request, should the officer so desire. If the officer returns to naval jurisdiction after 3 months following commencement of unauthorized absence, the officer’s personal effects may be forwarded at the officer’s own expense, provided the officer is still in naval custody.

**g. Absentee’s Service Treatment Records (STR) and Pay Accounts.** The absentee’s STR (medical and dental) will be handled per reference (k). The absentee’s pay account will be maintained per reference (l). For administrative purposes, the absentee will remain attached to the absentee’s parent command until further instructions are received from NAVPERSCOM. Members who become absentees subsequent to detachment, but prior to reporting to a new duty station, are attached for administrative purposes to the first activity to which ordered to report for duty.

**h. Upon the Absentee’s Return.** After DD 553 has been issued, it will remain effective until such time as the officer’s return to naval jurisdiction. Upon an absentee’s return from unauthorized absence, the CO receiving the absentee must report the circumstances by message to NAVPERSCOM, Corrections and Programs Office (PERS-00D) and NACIC Millington, TN, including action taken or contemplated. The receiving CO will submit DD 616 Report of Return of Absentee to NAVPERSCOM with copies to addressees listed on the previously issued DD 553 (if available).

**i. Distribution of DD 616.** NAVPERSCOM will distribute copies of the DD 616 if the addressees are unknown by the CO receiving the absentee. Appropriate disciplinary action, (as warranted) must be initiated by the CO of the command to which the absentee returns, unless the absentee returns to other than their assigned duty station, in which case NAVPERSCOM will determine the responsible CO and issue appropriate orders. The CO of the officer concerned will initiate any checkage of pay or the loss of earned leave credit in cases of unexcused absence. Reports of such action will be submitted to the disbursing officer for forwarding to DFAS.
EXHIBIT 1
Reporting Nonjudicial Punishment

From: Commanding Officer, [command]
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [officer concerned]
(2) Commanding Officer, [command]
(3) [immediate superior and or first flag officer]

Subj: NONJUDICIAL PUNISHMENT REPORT ICO LT FIRSTNAME E. SAILOR, USN

Ref: (a) MILPERSMAN 1611-010

Encl: (1) (NAVPERS 1626/7) Report and Disposition of Offense
(2) Procedural Documents (if applicable)
(3) NCIS Investigation or other source (if applicable)
(4) Punitive Letter of Reprimand (if applicable)
(5) Summary of NJP (if applicable)
(6) NJP Appeal and Response (if applicable)

1. Per reference (a), this report of misconduct in the case of LT Sailor is forwarded for review and action. On (date) nonjudicial punishment was imposed on LT Sailor for violation of Uniform Code of Military Justice, article # and # (offense(s)). Enclosure (1) is the report and disposition of offense from the proceedings. Enclosure (2) contains ______________. Enclosure (3) is the report of investigation provided by Navy Criminal Investigative Services (if applicable) or the derivative source authority).

2. At the nonjudicial punishment proceeding, LT Sailor pled guilty/not guilty to ______________. I found RANK/NAME guilty of ____________________. I awarded him/her __________. By his/her actions, LT Sailor has shown his character is not in keeping with the standards expected of a naval officer.

3. A copy of the punitive letter of reprimand is attached as enclosure (4). Details of the hearing and the circumstances of the offenses are set forth in enclosure (5). RANK/NAME acknowledged receipt of his/her punitive letter of reprimand on (date).
4. As reflected in enclosure (6), RANK/NAME did not appeal the punishment (or) appealed his/her punishment to (ISIC) and his/her appeal was denied on (date). Accordingly, NJP is now final and will be reflected in the fitness report that covers the date NJP was imposed.

5. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.

   a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command.)

   b. RANK/NAME misconduct warrants promotion delay or removal (if on a promotion list (explain recommendation).

   c. RANK/NAME should be or should not be required to show cause for retention in the Naval Service (explain recommendation).

6. By copy hereof, RANK/NAME is notified of his or her right, per reference (a), to submit his/her comments, within 10 days of receipt, concerning this report of NJP [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his/her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different than those contained in this letter. His/her comments or declination to make a statement will be reflected in his/her endorsement to this letter.

CO SIGNATURE
From: Commanding Officer, [Command]
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [officer concerned]
      (2) Commanding Officer, [command]
      (3) [immediate superior and or first flag officer]
Subj: FINAL CIVIL ACTION REPORT ICO LT FIRSTNAME E. SAILOR, USN
Ref: (a) MILPERSMAN 1611-010
Encl: (1) Local/State Police Information
      (2) Local/State Court Case Information, Charges, Conviction
      (3) Officer’s Signed Acknowledgement/Statement

1. Per reference (a), the following information is submitted:
   a. Name: LT Joe E. Sailor, USN, Designation
   b. Civilian Jurisdiction: San Diego, California
   c. On DD MMM YYYY, LT Sailor, while driving to his/her home, was pulled over by a San Diego Police Officer and arrested for suspected driving under the influence (DUI) of alcohol. His/her blood alcohol content level was 0.xx percent.
      d. Brief description of incident:
      e. Sentence imposed:

2. Enclosures (1) and (2) are provided for your consideration.

3. LT Sailor was/was not referred to Substance Abuse Rehabilitation Program screening, etc.

4. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.
a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command).

b. RANK/NAME misconduct warrants promotion delay or removal (if on a promotion list). (Explain recommendation).

5. By copy hereof, RANK/NAME is notified of his/her right, per reference (a), to submit his/her comments, within 10 days of receipt, concerning this report of final civil action [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his/her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different than those contained in this letter. His/her comments or declination to make a statement will be reflected in his/her endorsement to this letter.

CO SIGNATURE
EXHIBIT 3
Reporting Courts-Martial

From: Commanding Officer, _____________
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) [officer concerned]
(2) Commanding Officer, [command]
(3) [immediate superior and or first flag officer]

Subj: COURT-MARTIAL REPORT ICO LT FIRSTNAME E. SAILOR, USN

Ref: (a) MILPERSMAN 1611-010

Encl: (1) Results of Trial
(2) Memorandum of Pre-Trial Agreement (if applicable)
(3) Court-Martial Order
(4) Punitive Letter of Reprimand (if applicable)
(5) Stipulations of Fact (if applicable)
(6) Voluntary Resignation/Retirement Request (if applicable)
(7) NCIS Investigation or other supporting documents

1. Per reference (a), this report of court-martial in the case of LT Sailor is forwarded for review and action. On (date), LT Sailor was found guilty at a trial by [type] court martial for violation of Uniform Code of Military Justice Article # [list charges and specification(s)]. He/she was awarded ___________.

2. Details of the trial, the circumstances of the offenses, and disposition are set forth in enclosures (1) through (5). A copy of LT Sailor’s punitive letter of reprimand is attached as enclosure (4) (if applicable).

3. As part of LT Sailor’s pre-trial agreement, he/she waived his/her rights to a board of inquiry and submitted a qualified resignation/retirement request for consideration, enclosure (6).

4. Enclosure (7) is the report of investigation provided by Navy Criminal Investigative Services (if applicable) or the derivative source authority).
5. The court-martial is now final and will be reflected in the fitness report that covers the date approved by the convening authority.

6. After fully reviewing the facts and opinions of this case, the following administrative actions are requested or recommended.

   a. I request/do not request RANK/NAME be detached for cause (DFC). (If requesting DFC, explain why the officer must be removed from the command).

   b. RANK/NAME’s misconduct warrants promotion delay or removal (if on a promotion list). (Explain recommendation).

   c. RANK/NAME should be or should not be required to show cause for retention in the Naval Service. (Explain recommendation).

7. By copy hereof, RANK/NAME is notified of his/her right, per reference (a), to submit his/her comments within 10 days of receipt concerning the report of court-martial [and the letter of reprimand, detachment for cause request, and show cause recommendation (include as appropriate)] which will be included as adverse matter in his/her official record. RANK/NAME is also hereby notified that those in the endorsement chain may choose to make recommendations different than those contained in this letter. His/her comments or declination to make a statement, will be reflected in his/her endorsement to this letter.

   CO SIGNATURE