

## MILPERSMAN 1616-010

### DETACHMENT FOR CAUSE (DFC) OF ENLISTED PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-832)	Phone:	DSN COM	882-4433 (901) 874-4433
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

#### 1. Policy

a. Detachment for Cause (DFC) is the administrative removal of a member from a current duty for unsatisfactory performance of duty or misconduct before member's normal transfer or planned rotation date. Chief petty officers (E-7 through E-9) may be detached for cause under this article. Selected petty officers who are serving in a billet in which the member is the only one of the member's rating specialty (disbursing clerk, independent duty corpsman etc.) and those serving in a billet normally assigned to a chief petty officer may also be considered for DFC. As a matter of policy, the Chief of Naval Personnel considers that shore commands (particularly those in the continental United States) should be capable of dealing with problem petty officers without resorting to DFC.

b. DFC is one of the strongest administrative measures used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, reassignment within the command, etc.) are exhausted. DFC will not be used in lieu of disciplinary action or administrative discharge, nor is it a bar to such action or an excuse to transfer a problem Sailor to another command. **Commander, Navy Personnel Command may direct administrative separation processing per MILPERSMAN 1910-233. However, DFC is not necessarily a bar to retention or reenlistment eligibility.**

c. Unsatisfactory performance can be limited to a single significant event where negligence, incompetence, or disregard of duty is involved, or it can involve substandard performance over an extended period of time (normally 3 to 6 months).

d. In cases of unsatisfactory performance over an extended period of time, appropriate documentation of guidance and counseling is critical. Issuance of a Letter of Instruction (LOI) (although not required) should be used in most cases. The member must be given a reasonable period of time to correct deficiencies. Unsatisfactory performance of duty should also be documented by evaluation reports.

e. Misconduct. Any act of misconduct (civil or military) may form the basis for a DFC request. If no disciplinary action is taken by the command, the rationale for not taking action should be included in the request for DFC.

2. **DFC Request**. All DFC requests must be sent to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separation Branch (PERS-832) via the member who is being considered for DFC and the chain of command (to include at least the first flag officer).

a. The member being processed for the DFC should normally be the first via addressee on the DFC request; the requesting command will be the second.

b. If the member is no longer within the geographic area of the requesting command, the first via addressee will be the member's current temporary command. A copy of the member's written statement will be provided to the requesting command and a notation to that effect will be made on the endorsement forwarding the DFC request.

c. The requesting command may comment on the member's statement in the second endorsement; however, if this comment includes adverse factual matter not previously addressed or included in the DFC request, the member concerned must be provided a copy and be given an opportunity to respond. The same is true if any subsequent endorsement includes adverse factual matter not previously addressed or included in the DFC request.

d. Flag-officer-initiated requests may be forwarded to PERS-832 (via the member concerned) with copies to the administrative chain of command and the operational commander.

e. Requests originated by commanders or commanders of joint staffs may be addressed directly to PERS-832 via the member

concerned and will be given special handling. Compliance with the other provisions herein relating to DFC requests is required.

f. Requests on members serving with other branches of service will be in compliance with this article. The DFC request will be forwarded to NAVPERSCOM (PERS-832) via the member concerned and the applicable chain of command.

g. Expeditious processing and forwarding of a DFC request is mandatory (as the member concerned is normally in a nonproductive status awaiting final determination of the request). In the absence of unusual circumstances, the DFC request should be forwarded within 5 working days of receipt by each command in the routing chain.

3. **DFC Request Contents**. DFC requests will contain the following:

- a. The basis for the request.
- b. A detailed statement of the circumstances leading to the DFC request, including a specific description of incident(s) and a chronology of events.
- c. (In the case of unsatisfactory behavior or performance over a period of time) a copy of the member's administrative counseling/warning (see MILPERSMAN 1910-204) and or LOI.
- d. Enlisted performance evaluation or fitness reports documenting the member's unsatisfactory behavior or performance (if applicable).
- e. A statement of disciplinary action taken or contemplated (if any).
- f. Whether administrative separation processing has/will be commenced or not; if not, Commanding Officer's rationale for retention in the naval service.
- g. Location of member pending DFC request (if not at parent command).
- h. Any other supporting documentation relevant to the case.

4. Command's Letter for DFC (use proper letter format.)

From: Commanding Officer, (requesting command)  
To: Commander, Navy Personnel Command (PERS-832)  
Via: (1) (member concerned)  
(2) (requesting command if member still assigned,  
otherwise succeeding via addressees will be as  
required by this article and local regulations)  
(3) (First flag officer in chain of command)  
  
Subj: DETACHMENT FOR CAUSE ICO (MEMBER CONCERNED)  
  
Ref: (a) MILPERSMAN 1616-010  
(b) (other as applicable)  
  
Encl: (1) supporting documentation (as necessary, e.g.,  
evaluation/fitness reports,  
(required for unsatisfactory performance over  
extended period of time) LOI's, documented  
counseling and guidance, supervisor's statements,  
logs, records, other relevant documents, NJP reports,  
courts-martial orders, civil conviction documents  
etc).  
(2) Member's acknowledgement of DFC request

**Note: Do not submit nor make reference to non-punitive letters  
of caution.**

1. Per reference (a), I request (member concerned) be detached  
for cause from (command) by reason of (misconduct,  
unsatisfactory performance of duty involving a significant  
event, unsatisfactory performance of duty over an extended  
period of time).

2. (Member concerned) has been assigned to this command since  
(date) and has been performing duties as (billet to which  
assigned or duty involved) since (date)

3. (Include the factual support for the reason(s) specified in  
paragraph 1 and justification for the request citing appropriate  
enclosures.)

4. (Use the next paragraph(s) to discuss any matter considered  
relevant and appropriate (e.g., reassignment feasibility/

nonfeasibility, status of disciplinary action (if any) and its results, status of administrative separation processing (if any) and its results, commanding officer's rationale for retention etc.))

5. I have given a copy of this request to (member concerned) this date and by enclosure (n), have informed (member) that the request may be filed in (member's) official record. (Member) was also informed by enclosure (n) that (member) has a right to submit a written statement and has 10 days, until (date) to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)  
(as necessary or required by regulation)

5. **Member's Acknowledgement**. Member shall have the opportunity (normally within 10 days) to make an endorsement on the DFC request. The member's endorsement must include a statement indicating understanding that if the DFC request is approved, it will become a permanent part of the member's official record.

(DATE)

FIRST ENDORSEMENT

From: Member concerned

To: Commander, Navy Personnel Command (PERS-832)

Via: (1) (requesting command if member still assigned,  
otherwise succeeding via addressees will be as  
required by this article and local regulations)  
(2) First flag officer in administrative chain of  
Command

Subj: DETACHMENT FOR CAUSE

1. I have received the letter requesting my detachment for cause and I understand the request may be filed in my official record.

2. I am aware of the contents of MILPERSMAN 1070-080 and I (do/do not) desire to make a written statement (attached).

3. I further understand that I have 10 calendar days from this date (until [specific date]) to submit my statement. If I make such election and then fail to submit a statement in that period of time, it will be treated as a waiver of that right. I understand that any statement I make must be couched in temperate language, be confined to the pertinent facts, and not impugn the motives of others or make countercharges.

(SIGNATURE)