

## MILPERSMAN 1910-202

### COUNSELING AND REHABILITATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-832)	Phone:	DSN COM FAX	882-4433 (901) 874-4433 882-2624
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

#### 1. Why and When Required

a. There is substantial investment in the training of personnel in the Navy. All reasonable efforts at rehabilitation should be made prior to initiating any separation proceedings.

b. Counseling is intended to give a member the opportunity to improve by identifying specific, undesirable behavior, which the member must alter or cease.

c. Separation processing for the reasons listed below may not be initiated until the Service member has been formally counseled concerning deficiencies and has been afforded an opportunity to overcome those deficiencies, as reflected in appropriate counseling or personnel records. Many forms of counseling are available to commanding officers or representatives and may include, but are not limited to, the following:

- NAVPERS 1070/613 Administrative Remarks;
- Letter of Instruction;
- Letter of Reprimand;
- Letter of Caution (punitive or non-punitive);
- Evaluation or mid-term counseling;
- Letter of Intent to Revoke Security Clearance; or
- Any other written form of counseling.

Note: Any of the above examples of counseling or any other written counseling that specifically addresses the member's shortcomings meet the criteria for use in the administrative separation of a member, as follows:

(1)	Convenience of the Government (COG) - parenthood
(2)	COG - personality disorder
(3)	COG - physical or mental conditions
(4)	Entry level performance and conduct
(5)	Unsatisfactory performance
(6)	Misconduct - a pattern of misconduct
(7)	Misconduct - minor disciplinary infractions
(8)	COG - physical fitness assessment failure

2. **Violating Counseling.** Counseling may be considered violated based on further misconduct or deficiencies in performance/ behavior and does not require disciplinary or civil court action, though the violation must be substantiated.