

MILPERSMAN 1910-204

Format of NAVPERS 1070/613 Administrative Remarks, for Counseling/Warning

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

1. Administrative counseling is a tool used to convey to a member his or her shortcomings. Counseling is a vital tool to allow members to improve performance, correct shortcomings, etc. Examples of counseling, including NAVPERS 1070/613 Administrative Remarks, are listed in MILPERSMAN 1910-202.

2. If NAVPERS 1070/613 is selected as the method used to document counseling, the following format is provided as an example. Failure to use this suggested format, in part or in its entirety, creates no substantive or procedural rights concerning the member counseled and is not a bar to administrative action or discharge.

(DATE)

ADMINISTRATIVE COUNSELING/WARNING

1. The following deficiencies in your performance and/or conduct are identified: _____
2. The following are recommendations for corrective action:

3. Assistance is available through: _____
4. Any further deficiencies in your performance and/or conduct will terminate the reasonable period of time for rehabilitation that this counseling/warning entry provides and may result in disciplinary action and processing for administrative separation. All deficiencies or misconduct during your current enlistment, occurring before and after the date of this action will be considered. Subsequent violation of UCMJ, conduct resulting in civilian conviction, or deficient conduct or performance of duty could result in an administrative separation under Other Than Honorable Conditions.
5. This counseling/warning is made to afford you an opportunity to undertake the recommended corrective action.
6. This counseling/warning entry is based upon known deficiencies or misconduct. If any misconduct, unknown to the Navy, is discovered after this counseling/warning is executed, further counseling or administrative action may result.

U. R. COUNSELED
By Direction

(DATE): I hereby acknowledge the above NAVPERS 1070/613 entry and desire to (make a statement/not make a statement).

MEMBER'S SIGNATURE

Witnessed: (person who actually counseled member)

Notes:

1. If the member refuses to sign, a notation shall be made accordingly and signed by an officer.
2. Ensure electronic submission into the member's permanent service record is completed.
3. Completed counseling is valid for the remainder of the member's career, including any period of reenlistment.