

ADMINISTRATIVE SEPARATION PROCESSING NOTIFICATION PROCEDURE		DATE:	
From:		UIC:	
To:			
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REFERENCE	
(1)			
(2)			
(3)			
Least favorable characterization of service possible is GENERAL (Under Honorable Conditions).			
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of U.S. Navy.			
YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT	WAIVE
To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)			
To submit a written statement for consideration by separation authority.			
To obtain copies of documents that will be forwarded to separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)			
To request an administrative board, if you have 6 or more years of total active and/or Reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)			
To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or Reserve military service.			
To representation at an administrative board by civilian counsel at your own expense, must have 6 or more years of total active/or reserve military service.			
If applicable - to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced paygrade. If you waive such board, a reduction to reduced paygrade upon transfer may be directed if you are being processed for misconduct, security, or homosexual conduct.			
To General Courts-Martial Convening Authority (GCMCA) review, if you have less than 6 years of total active and/or Reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (NAVPERSCOM) (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.			

ADDITIONAL NOTICE

For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

For members who are Reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or received at your designated mailing address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.

For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.

For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence; in this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

NAME OF MILITARY COUNSEL	ADDRESS OF MILITARY COUNSEL	PHONE			
CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)			YES	NO	N/A
Do you intend to file an appeal?					
Do you request separation before your appeal is decided or time for appeal has passed?					
COMMAND CERTIFICATION	SIGNATURE	DATE			
Commanding Officer or "By direction"					
MEMBER CERTIFICATION	SIGNATURE	DATE			
I acknowledge receipt of this notice.					
My response to this notice is complete.					
COUNSEL CERTIFICATION (If applicable)	SIGNATURE	DATE			