



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
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NORFOLK VA 23551-4615

COMNAVRESFORCOMNOTE 1910
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COMNAVRESFORCOM NOTICE 1910

From: Commander, Navy Reserve Forces Command

Subj: INTERIM GUIDANCE FOR ADMINISTRATIVE SEPARATION OF SELECTED RESERVISTS

Ref: (a) DoDI 1332.14
(b) BUPERINST 1001.39F
(c) MILPERSMAN 1910-010
(d) MILPERSMAN 1910-158
(e) RESPERSMAN 1570-010
(f) RESPERSMAN 1900-010
(g) Selected Reserve Administrative Separations Process Guidebook

1. Purpose. To establish and promulgate guidance on administrative separation (ADSEP) processing, routing and tracking of Selected Reserve (SELRES) packages per references (a) through (g).

2. Scope and Applicability. All Navy Reserve Region Readiness and Mobilization Command (REDCOM) and Navy Reserve Center (NRC) Commanding Officers (COs), Executive Officers (XOs), and Command Senior Enlisted Leaders (CSELs) must be familiar with the contents of the governing directives in their entirety.

3. Background. The Navy Reserve Force exists to deliver strategic depth and operational capability to the Navy, Marine Corps, and Joint Forces. It is critical for SELRES to be appropriately trained and equipped to support Active Component (AC) Gaining Commands when mobilized. Sailors who fail to meet established standards of performance must be processed for involuntarily Administrative Separation (ADSEP) from service in the Navy Reserve Force. Guidance provided herein will standardize the administrative management and separation process, providing Selected Reserve (SELRES) enlisted members with fair and consistent due process.

4. Discussion. For the purpose of this Notice, the term enlisted SELRES includes all enlisted Navy Reserve members assigned to the NRC, and members assigned to an NRC's Individual Ready Reserve-Volunteer Training Unit (IRR-VTU). Administrative management and separation processing of Navy Reserve Officers will be the subject of a separate COMNAVRESFORCOMNOTE.

5. Action. Commander Navy Reserve Forces Command (CNRFC) Legal will coordinate with REDCOM and NRC Leadership to educate legal teams on the ADSEP process, how to use the ADSEP Portal, and navigating through the Selected Reserve Administrative Separations Process Guidebook, reference (g), located at the following link: <https://flankspeed.sharepoint-mil.us/:f:/s/CNRFCLegal/EpGCTiqOgt9PrC7CwVVcVAUBCp17HXNFmuIuSmUgsk-vCw?e=YNFGus>.

a. NRC. Upon establishment of a basis for ADSEP of an enlisted SELRES member the NRC shall:

(1) Entered MAS codes into the Navy Standard Integrated Personnel System (NSIPS) within 2 business days of ADSEP determination per ref (d).

(a) Apply AUP MAS code for Unsatisfactory Participation (9 or more unsatisfactory drill adjudications in a rolling 12-month period).

(b) Apply AAP MAS code for Enlisted SELRES members being processed for any other basis.

(2) Utilize the Navy Reserve SharePoint ADSEP Portal to report all ADSEP processing and ensure proper entry of data critical for awareness and oversight by higher reviewing authorities per Ref (g).

(3) Notify PERS 832 for members pending ADSEP processing in paygrades E6 through E9 in accordance with reference (c).

(4) Process all enlisted SELRES ADSEPs in accordance with Ref (g).

(5) Facilitate a member's separation pursuant to Separation Authority direction via 10-day letter/message.

b. REDCOM. Upon receipt of ADSEP package from the NRC, the REDCOM Shall:

(1) Review all ASDEP packages submitted by NRC.

(2) Assign a Judge Advocate to review the ADSEP package to ensure that the letter of transmittal is correct, includes all required enclosures, and the evidence supports the basis for separation.

(3) Upon completion of ADSEP package review, complete one of the following:

(a) Forward package to appropriate separating authority with a substantive endorsement in accordance with reference (b); or

(b) Send a 10-day letter directing the NRC to separate the member; or

(c) Return the package to the NRC for corrections or dismissal.

(4) Forwarded ADSEP Package to PERS-913 after completion of the REDCOM review for cases where Chief of Naval Personnel (CNP) or above are the separating authority, with a copy only to CNRFC, except for those cases listed in paragraph 5.d.(1-4) of this Notice, which must go through CNRFC for endorsement.

c. **Separation Authority.** The appropriate separation authority for Enlisted SELRES members are defined in Ref (b) and (c). NRC COs shall not act as the local separation authority for ADSEPs, REDCOM COs are responsible for the discharge letters for local separations.

d. **General Court Martial Convening Authority (GCMCA).** ADSEP packages shall be forwarded to CNRFC with appropriate endorsements when the GCMCA is the separation authority. Additionally, CNRFC will be added as a "Via" line in ADSEP packages when higher authority is the separation authority in the following instances:

- (1) NRC or REDCOM endorsement to overturn ADSEP Board recommendations.
- (2) Separation of a member with over 18 good years of service towards a non-regular retirement.
- (3) Cases where there is a PTSD/TBI diagnoses.
- (4) Mandatory processing cases where the ADMIN Board found no basis for separation or recommended retention, will be forwarded to CNP via CNRFC.

5. **Characterization of Service.** Enlisted personnel separated for unsatisfactory participation in the Ready Reserve, shall be issued "**HONORABLE**" discharges provided that unsatisfactory participation is the only basis for the member's separation, per reference (d). This policy reconciles the disparity between officers and enlisted cases, recognizing the identical negative conduct of unsatisfactory participation in a SELRES drilling status should result in identical characterization of service, regardless of a member's rank. This policy shall not apply:

- a. If there is an additional basis for separation beyond unsatisfactory participation which allows for a general characterization of service; or
- b. If the NRC CO, as part of the basis for separation, demonstrates that NRC complied with the notification procedures and timelines per references (e) and (g), and the member willfully, or through gross negligence, disregarded notifications, order, and warnings received.

6. **Effective Date:** This note is effective immediately upon release. Beginning 7 days after the release of this Notice, any ADSEP package signed out by the NRC CO will comply with this note using guidance and templates provided in reference (g).

5. **Records Management.** Records created as a result of this Notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

6. **Cancellation.** This Notice shall remain in effect for one year or until superseded by another notice of the same subject.



M. J. STEFFEN