# MILPERSMAN 1910-158

## SEPARATION BY REASON OF UNSATISFACTORY PARTICIPATION IN THE READY RESERVE

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| **Responsible Office** | NAVPERSCOM (PERS-913) | My Navy Career Center | 1-833-330-MNCC |

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| **References** | (a) DoD Instruction 1215.13 of 5 May 2015<br>(b) DoD Instruction 1332.14 of 27 January 2014<br>(c) DoD Instruction 1304.25 of 31 October 2013<br>(d) COMNAVRESFORNOTE 1001 of 22 August 19 (Canc: Aug 20)<br>(e) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ) |

1. **Discussion**. This article outlines separation criteria and options for enlisted drilling reservists only (Selected Reserve (SELRES) and Individual Ready Reserve (IRR) - voluntary training unit). Refer to MILPERSMAN 1001-150 for detailed enlisted and officer reservist participation requirements.

2. **Separation Authority (SA)**

a. Refer to MILPERSMAN 1910-704 and 1910-708 before sending an administrative separation (ADSEP) case to Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Status Branch (PERS-913) for adjudication.

b. The following cases must be forwarded to PERS-913 for adjudication:

(1) All cases for which an administrative board or separation authority recommends retention,

(2) All cases for which an other than honorable discharge is recommended, and

(3) All cases for reservists who have remaining military service obligation (MSO), calculated from their pay entry base date (PEBD).

**Note:** All ADSEP packages, including those reservists discharged locally, must be forwarded to PERS-913 using a letter of transmittal (LOT). "By direction" signatures are not authorized. If discharged locally, the LOT must include the effective date of discharge and a copy of the required NAVPERS 1070/613 Administrative Remarks service record entry found in MILPERSMAN 1070-330, paragraph 3. See MILPERSMAN 1910-600, paragraphs 3 and 4 for sample LOT format.

3. **Policy**

a. Per MILPERSMAN 1001-150 and references (a), (b), and (c), enlisted reservists may be separated when they:

(1) Acquire a combined total of nine unsatisfactory inactive duty training (IDT) periods (Admin Us) or unexcused absences (UA) from scheduled training in a rolling 12-month period, or

(2) Fail to satisfactorily complete required active duty (AD) requirements (e.g., 12 or more days annual training (AT), active duty for training, active duty for special work, recall, mobilization, Active Component, or a combination thereof). An approved AT waiver satisfies the AD requirement per reference (d).

b. Per MILPERSMAN 1001-150, an IDT period is considered unsatisfactory when a reservist fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken per reference (e). More specifically, Admin Us may be issued when a reservist fails to:

(1) Report for a scheduled physical examination (e.g., annual periodic health assessment, flight physical, dental exam, mobilization screening, physical fitness assessment, etc.),

(2) Comply with mobilization medical readiness requirements,

(3) Submit, or purposefully omits, pertinent information in connection with a physical examination (i.e., health-related matters not yet documented or solely documented with civilian provider),

(4) Keep the Navy reserve activity (NRA) commanding officer (CO) advised of pertinent mobilization information or changes to mailing address, marital status, number of dependents, civilian employment, civilian occupational skills, and any change in physical condition that would prevent the reservist from meeting the physical or mental standards prescribed for mobilization readiness,

(5) Respond to official correspondence within prescribed time period, or

(6) Comply with verbal or written orders of the NRA CO, to include requirements contained within the plan of the month.

c. Commands must provide supporting documentation for each applicable unsatisfactory participation reason listed in subparagraphs 3a(1) through 3b(6). Examples include:

(1) The Navy Standard Integrated Personnel System (NSIPS) enhanced drill management IDT history review showing the reservist has received at least nine Admin Us or UAs in a rolling 12-month period. A record of his or her drilling history, both satisfactory and unsatisfactory, must be maintained in NSIPS.

(2) Copy of command's official correspondence documenting failed medical readiness compliance or other mobilization readiness compliance requirements.

**Note:** Correspondence that cannot be hand-delivered must be sent to the reservist's official NSIPS mailing address using certified mail (with return receipt requested) to verify that the documentation was mailed. Attach the receipt to a copy of the noncompliance documentation and include in reservist's personnel file.

(3) NAVPERS 1070/613 Administrative Remarks, NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6), or NAVPERS 1616/27 Evaluation & Counseling Record (E7-E9) documenting reasons listed in paragraphs 3b(1) through 3b(6).

(4) Any other supporting documentation (e.g., e-mails, plans of the month, etc.) the NRA CO deems pertinent.

**Note:** This article is not to be used to administratively separate reservists who do not report as ordered for mobilization. Refer to MILPERSMAN 1610-030.

4. **Procedures**

**Note:** When reservists fail to meet satisfactory participation requirements, they will no longer be eligible for incentive bonuses, the Montgomery GI Bill Selected Reserve entitlement, transferability of the Post-9/11 GI Bill, or recommendation for advancement or promotion.

a. Use notification procedures in MILPERSMAN 1910-402.

b. After notification procedures are complete, the NRA CO may:

(1) Place reservist on probation for 6 months per MILPERSMAN 1001-150,

(2) Request NAVPERSCOM Individual Ready Reserve Force Management Division (PERS-93) transfer reservist with no MSO remaining to the Standby Reserve-Inactive (S-2) per MILPERSMAN 1001-125, or

(3) Process reservist for ADSEP under this article.

c. Per MILPERSMAN 1910-402, reservists with 6 or more years of total military service, calculated from member's PEBD, are entitled to elect an administrative board. COs should consult with legal counsel and MILPERSMAN 1910-414 for further guidance when determining the disposition of an ADSEP case.

d. The NRA CO's recommendation concerning transfer to S-2 status or discharge must be included in the LOT.

e. All LOTs under this section must be endorsed by the NRA's immediate superior in command or more senior echelon commander in any case where:

(1) One or more Admin Us are used as evidence of unsatisfactory participation and the reservist is **not** entitled to elect an administrative board (due to having fewer than 6 years of service); or

(2) Transfer to S-2 status is recommended.

5. **Characterization of Service**. Refer to MILPERSMAN 1910-300 for characterization of service. This will generally be "honorable" or "general" (under honorable conditions) for unsatisfactory participation.