

***SECNAVINST 1920.6C CH-5  
ADMINISTRATIVE SEPARATION OF OFFICERS***

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***NCR LN TRAINING  
STAND-DOWN***

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# ***SECNAVINST 1920.6C (WITH CHANGE-5)***

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## **OBJECTIVES**

- To explain the administrative separation process of commissioned, warrant, and limited duty officers of the Navy and Marine Corps (Active and Reserve)
- To understand the difference between separation due to readiness of the Naval Service and Separation for Cause
- To review the policies and procedures of officer separations

# ***SECNAVINST 1920.6C (WITH CHANGE-5)***

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## **REFERENCES**

- **SECNAVINST 1920.6C W/CH**  
Administrative Separation of Officers
- **10 U.S.C**  
Title 10 United States Code, Armed Forces
- **DODINST 1332.30**  
Separation of Regular and Reserve Commissioned Officers

# ***SECNAVINST 1920.6C (WITH CHANGE-5)***

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- **APPLICABILITY**

- Authority: 10 U.S.C. and DODD 1332.30 of 14 Mar 17

- **THIS INSTRUCTION PROVIDES FOR**

- Discharge
- Release from Active Duty
- Termination of appointments
- Retirement for length of service
- Dropping from the rolls

- **INCLUDES**

- Commissioned Officers, Warrant Officers, and LDOs

**\*\*Applies to both the Regular and Reserve Components of the Navy and Marine Corps.\*\***

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## **-DON POLICY**

-Promote readiness of the Naval Service

*(ie: separations due to retirement)*

-Maintain authorized strength levels in each grade and competitive category

*(ie: separations due to failure to promote)*

-Maintain highest standards of conduct and performance

*(ie: separations for cause)*

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## **- REASONS FOR SEPARATION**

-Voluntary

-Involuntary

-Separation for Cause

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### **VOLUNTARY REASONS FOR SEPARATION INCLUDE**

- Resignation
- Release of Reserve Officers from active duty
- Expiration of Statutory Service Obligation
- Expiration of Obligated Service
- Change of Career Intentions
- Separation of Aliens
- Separation to Attend College
- Separation for Major Federal Holidays
- Convenience of the Government
- Dependency or Hardship
- Pregnancy or Childbirth
- Conscientious Objection
- Surviving Family Member
- Separation to Accept Public Office
- Retirement
- Interservice Transfers

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### **VOLUNTARY (CON'T)**

- Officers married to other Service members
- Selected changes in service obligations
- Separation upon completion of overseas tour
- Discharge of Reservist to become a minister
- Failure to Receive Initial Appointment Benefits
- Expiration of Term of Active Duty Order – Reservists

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## **REASONS FOR SEPARATION (CON'T)**

### **Involuntary**

- Substandard performance of duty
- Misconduct, or moral, or professional dereliction
- Retention is not consistent with the Interest of National Security
- Separation in Lieu of Trial by Court-Martial
- Failure for selection for promotion
- Not qualified for promotion
- Failure to accept an appointment to O2
- Parenthood

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## **REASONS FOR SEPARATION (CON'T)**

### **Involuntary**

- Force Management Considerations
- Selective Early Retirement of Regular Officers in the Grades Above O4
- Selective Early Removal of Reserve Officers from the RASL
- Age restriction for Reserve Officers
- Separation and Retirement of Reserve Officers in an Inactive Status in the Standby Reserve
- Separation of Reserve Officers Not on Active Duty for lack of mobilization potential
- Release from Active Duty of Naval Reserve Officers on the Active Duty List by Reason of Retirement Eligibility
- Removal of Ecclesiastical Endorsement

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## **GUIDELINES FOR SEPARATION FOR CAUSE**

*Officers who do not maintain required standards of performance or professional or personal conduct may be separated for cause.*

**Processing for Separation.** CHNAVPERs or DC (M&RA) shall initiate processing for separation under the following circumstances:

- Cases referred by NCIS, Naval IG (Inspector General), etc. as appropriate.
- Upon receiving information of Officer misconduct and/or substandard performance.
- Officers on Active Duty (above CWO5) reported by a selection board or whose record indicates Officers should be required to show cause for retention on Active Duty due to substandard performance, misconduct, moral or professional dereliction, or because retention is clearly inconsistent with the interests of national security.

## ***SECNAVINST 1920.6C (WITH CHANGE-5)***

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### **CON'T**

-Reservists (not on Active Duty) above CWO5 reported by a selection board that record indicates Officers should be separated due to substandard performance, misconduct, moral or professional dereliction, or retention is clearly inconsistent with interests of national security.

**-Advanced Notification.** CO's must report to CHNAVPERS or DC (M&RA) any incident involving an Officer whose performance or conduct warrant separation under this instruction.

### **-CHNAVPERS or DC (M&RA) – SHOW CAUSE AUTHORITY**

- Review and evaluate Officer's record
- Evaluate all information about case

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### **CON'T**

- Determine if sufficient information exists to require officer to show cause before a BOI (Board of Inquiry) for retention.
- If sufficient information does not exist in the record, show cause authority shall close the case and cease all separation proceedings.
- If Honorable or General separation is recommended for probationary officers, processing will be initiated using Notification Procedures.
- Warrant Officers whose records show they are unfit or unsatisfactory performance in their grade or that retention is inconsistent with interests of national security.

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### **SEPARATION FOR PROBATIONARY v NON-PROBATIONARY OFFICERS**

#### **Probationary**

- Notification Procedures
- Hearing/Board not required
- Recommend separation with HON/GEN
- Being separated “for cause” or “parenthood”
- SECNAV may approve or deny and refer to BOI
- Discharged due to budgetary/force size requirements
- Inactive probationary officers who fail to successfully complete training program required for retention of appointment may be HON discharged via notification procedures

**\*\*SECNAV may refer any case considered appropriate to BOI\*\***

## ***SECNAVINST 1920.6C (WITH CHANGE-5)***

### **SEPARATION FOR PROBATIONARY v NON-PROBATIONARY OFFICERS**

#### **Non-Probationary:**

Non-probationary officers being considered for separation “for cause” or “parenthood” SHALL be processed for separation per BOI procedures.

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### **ALL OTHER OFFICERS**

Permanent Reserve Warrant Officers (<5 years):

- Can be separated w/o benefit of hearing/board either “for cause” or “parenthood”
- Separated under Notification Procedure (Hon/Gen)
- Any Warrant Officer regardless of length of commissioned service/time as Warrant may be separated at any time w/o hearing/board procedure for “age restriction” or “lack of mobilization potential”
- Warrant Officers w/>5 years may be separated “for cause” or “parenthood” only upon recommendation of BOI

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### **ALL OTHER OFFICERS (CON'T)**

LDOs/Warrant Officers (Temporary Promotions or Appointments):

- SECNAV can terminate temporary promotions/appointments at any time
- Notification procedures
- No hearing/board required
- Revert back to permanent warrant/enlisted status

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## **ALL OTHER OFFICERS (CON'T)**

### **Permanent Regular Warrant Officers**

- If < 3 years continuous active service, can terminate appointment
- Notification Procedures
- No hearing/board required
- If > 3 years active service, can terminate appointment ONLY by recommendation by BOI
- Board Procedures
- Those not eligible for retirement may apply for enlistment in highest enlisted grade previously held (depending on reason for separation)

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### **RETENTION TO FULFILL STATUTORY SERVICE OBLIGATION:**

- Regular Officers:** If honorably discharged but have not fulfilled statutory obligation, may be transferred to RR to fulfill obligation.
- Reserve officers:** on AD or in AD status NOT on AD who have not fulfilled obligation but would otherwise be honorably discharged due to substandard performance of duty or parenthood, may be released from AD and transferred to the RR or be retained in the RR (if not on AD) to fulfill obligation.
- SECNAV Discretion
- ONLY available if medically able to meet mobilization requirements
- CHNAVPERS or CMC - assessment of potential for future mobilization (end)

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### **DROPPING FROM THE ROLLS:**

The President or SECNAV (depending on statute) have the ability to “drop from the rolls” from an Armed Force either a Regular or Reserve Officer who:

- UA at least 3 months
- Confinement in Federal/State Penitentiary (Other than CM-Sentence Final)
- W-1 sentenced to confinement >6 mos by CM and sentence is final
- Finality of sentence = completion of all appeals to which defendant is entitled
- Flag/General rank = Action of the President
- All others – SECNAV
- Hearing/Board NOT required
- Adverse action = notification + 30 days to respond
- No DD214...discharge NOT characterized
- For Benefit purposes, “DFR” is the same as OTH

# ***SECNAVINST 1920.6C (WITH CHANGE-5)***

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## **BOARD OF INQUIRY (BOI):**

- OTH recommendation = Option for a Board
- If BOARD is mandatory, cannot separate without board's recommendation.

## **LIMITS:**

- Substandard Performance of Duty/Parenthood – If cause for retention established = CANNOT be processed for same reason within a 1 year period
- Processing for Misconduct, Moral, or Professional Dereliction OR Interest of National Security – If cause for retention established = CAN be required to show cause for retention at any time.

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### **LIMITS (CON'T):**

- CANNOT be reprocessed (SOLELY) for performance or conduct subject of previous proceedings unless board findings obtained by fraud/collusion
- Preservice misconduct ONLY used to consider retention/separation. CANNOT be used to determine characterization of service
- Performance of Conduct >5 years prior to initiation of separation proceedings SHALL NOT form basis for separation
- Performance/Conduct = Identified when reported to Show Cause Authority (SCA)
- Initiation of Processing = Officer officially notified of adsep proceedings by SCA

## **SECNAVINST 1920.6C (WITH CHANGE-5)**

### **FINAL DISPOSITION OF CASES PROCESSED UNDER BOARD PROCEDURES:**

**SECNAV**= Final action on Commissioned/Warrant Officers terminated/discharged under board action

#### **SECNAV May:**

- Direct retention on Active Duty
- Retirement and Resignation: (any officer) eligible for voluntary retirement on the date of removal from Active Duty may retire at the highest grade in which they served satisfactorily if approved by SECNAV.
- Officers may submit request (CHNAVPERS and DC M&RA) for qualified/unqualified resignation or resignation for the good of the service if not retirement eligible. SECNAV must approve.
- COC shall deny request if actions under UCMJ are pending
- No USN/USMC Officer may be retired due to misconduct for which trial by court-martial would be appropriate.

## **SECNAVINST 1920.6C (WITH CHANGE-5)**

### **DISCHARGE**

If an Officer (all) being discharged for cause is not eligible for retirement on the date of removal, SECNAV may:

- Honorably discharge (Substandard Performance/Parenthood)
- Discharge with appropriate discharge per instruction (Misconduct, Moral, or Professional Dereliction, or because Retention is not Consistent With the Interests of National Security)
- Retain to fulfill statutory obligation

### **CHARACTERIZATION OF SERVICE**

Honorable = Met standards of acceptable conduct and performance of duty

General (under Honorable) = Honest & Faithful service however significant negative aspects of conduct and/or performance outweigh positive

Other Than Honorable (OTH) = Conduct/Performance of Duty constitute significant departure required of Officer of the Naval service

**SECNAVINST 1920.6C (WITH CHANGE-5)**

***Thank you!***

***Questions?***