



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

NOV 25 2003

MEMORANDUM FOR DEPUTY CHIEF OF NAVAL PERSONNEL

Subj: AUTHORITY TO DISCHARGE OR RELEASE ACTIVE DUTY PROBATIONARY OFFICERS TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

Ref: (a) ASN(M&RA) memo of 3 Nov 03
(b) 10 U.S.C. 630
(c) DOD Directive 1332.30, paragraph 4.4
(d) SECNAVINST 1920.6B
(e) USD(P&R) memo of 27 Nov 02

Encl: (1) Navy Personnel Command Sample Notification Letters

1. Per references (a) through (c) and enclosure (4), paragraph 3a(2) of reference (d), I hereby set forth the guidelines, both procedural and substantive, governing the discharge or release of probationary commissioned officers to meet budgetary and force size requirements. The officers to be discharged under this authority are those who fall into one or more of the categories listed in paragraph 3 or approved in accordance with paragraph 4. Budgetary and force size requires that not less than 418 officers meeting the criteria be discharged not later than June 2004 (FY-04) and all remaining officers meeting this criteria will be identified and notified using the process identified below for discharge or release in November 2004 (FY-05). The processing of officers meeting the criteria outlined in this memorandum is independent of planned rotation date issues. Affected officers desiring to be voluntarily discharged or released prior to June 2004 will be approved.

2. This authority will be exercised per the following procedures:

a. For each category listed in paragraph 4, or established in accordance with paragraph 4, the appropriate Officer Community Manager, in coordination with Pers-4 detailers, will provide to Pers-83 the instruction or other written guidance that details the qualifications for inclusion in that category.

b. Officer Community Managers, in coordination with Pers-4 detailers, will identify all probationary officers within their communities who fall into the categories listed in paragraph 3, or established in accordance with paragraph 4. Officers attriting from entry-level training may be considered for Change of Designator on a case-by-case basis in accordance with MILPERSMAN 1212-010, consistent with current service needs (e.g., community authorized endstrength) and not placed on the list for release or discharge. Any

Subj: AUTHORITY TO DISCHARGE OR RELEASE ACTIVE DUTY PROBATIONARY OFFICERS TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

Change of Designator for entry-level training attrites must be processed expeditiously (within 14 days of disenrollment from training) and approved by N131 for endstrength accounting purposes.

c. Officer Community Managers, in coordination with Pers-4 detailers, will forward to Pers-83 appropriate documentation establishing that each officer described in paragraph 2a falls into the applicable category.

d. Pers-83 will confirm that each identified officer satisfies the criteria established in the applicable instruction or other written guidance.

e. Pers-83 will prepare lists, as required, of those identified probationary officers who have been confirmed as meeting the applicable criteria for one or more categories. These lists will identify the name of the officer, the officer's community, and the applicable category.

f. I hereby delegate the authority to approve lists of officers to be discharged or released to the Deputy Chief of Naval Personnel. This authority may not be further delegated. The lists prepared in accordance with paragraph 2e will be forwarded to the Deputy Chief of Naval Personnel for approval.

g. Once a list is approved by the Deputy Chief of Naval Personnel (DCNP), officers on that list will be notified as expeditiously as possible of their impending discharge or release. This notice will include the steps to be taken should an officer dispute that he or she qualifies for inclusion in an approved category.

h. Officers on an approved list will be given a reasonable amount of time, normally within 10 days of receipt of notification letter, to dispute that they qualify for the identified category. All such disputes will be forwarded via Pers-83 to the Deputy Chief of Naval Personnel for resolution.

i. Officers on an approved list will be discharged not later than 180 days from the date of the approval of the list.

j. The Deputy Chief of Naval Personnel may extend the date of discharge or release beyond 180 days, but not exceed the fiscal year, for those officers who have demonstrated exceptional personal circumstances. Such extensions will not exceed a total of 270 days from time of authorization of the discharge/release list without the approval of the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

Subj: AUTHORITY TO DISCHARGE OR RELEASE ACTIVE DUTY PROBATIONARY OFFICERS TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

k. Pers-83 will provide monthly status reports to N131 of individuals being processed for separation under this authority.

3. The probationary officers to be discharged or released under this authority are those who have failed to meet warfare qualifications, professional standards or community-specific requirements. The officers to be discharged under this authority are those who currently qualify for, or become qualified for, inclusion in one or more of the categories listed below:

a. Officers who attrite for any reason from a course of instruction or training required to attain or maintain a designator.

b. Officers who did not attain or who lose their warfare qualifications.

c. Officers who did not obtain or maintain required security clearances.

d. Officers who did not attain or maintain required professional licensure or certification.

e. Officers with qualifying convictions for domestic violence per reference (e).

f. Officers who did not meet the following community-specific requirements:

(1) Submarine: Officers who did not qualify as engineer officer.

(2) JAG: Officers who twice did not select for Targeted Augmentation Program (TAP) or who did not select for augmentation into the Regular Navy.

~~4. Community managers who identify a need to include additional community-specific requirements within this program will submit proposals to the Chief of Naval Personnel for approval.~~

5. This authority is to be exercised uniformly for all probationary officers meeting applicable criteria for a category. However, Deputy Chief of Naval Personnel may exercise discretion in the following cases:

a. Those officers in whom the Navy has a significant financial investment such that discharge is clearly not in the best interest of the Navy, as determined by the Deputy Chief of Naval Personnel.

Subj: AUTHORITY TO DISCHARGE OR RELEASE ACTIVE DUTY PROBATIONARY OFFICERS TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

b. Those officers who, as determined by the Deputy Chief of Naval Personnel, possess unique and critical skills or training as defined by the Deputy Chief of Naval Personnel.

6. Per reference (d), paragraph 8, officers with statutory service obligations will normally be retained in a commissioned status in order to fulfill that obligation. At the discretion of the Deputy Chief of Naval Personnel, Reserve officers will be released from active duty and may be transferred to the Ready Reserves to fulfill statutory service obligations, if they have mobilization potential, and Regular officers may be discharged and tendered Reserve commissions, if they have mobilization potential. The Deputy Chief of Naval Personnel will determine whether officers released from active duty have mobilization potential. If not, those officers will be discharged, vice released, from active duty and Minimum Service Requirement will be waived.

7. Notification of affected officers must be accomplished quickly and professionally in accordance with the following communications plan:

a. Step 1: CNP will send out an email addressed to all Navy flag officers and SES by 1 December that contains the background of this initiative, its purpose, a brief description of the process, and point out the ongoing nature of this task.

b. Step 2: DCNP will send out an email targeted to commanding officers of the affected individuals ONLY. The email will contain the name of the individuals affected, and official letters of notification addressed to the individuals attached. Commanding officers will be instructed to make personal notification to the individuals, deliver the official letter, and provide counseling within 72 hours of receipt of the email. Commanding officers will then be required to reply to the email within the 72-hour window that notification has been made. The reply email will automatically return to a functional email address in Pers-8.

c. Step 3: After verification that ALL personal notifications have been made, the NPC Communications Office will send a brief release to Navy NewsStand that describes the action taken. This will help mitigate the rumors that might otherwise circulate in the Fleet.

d. Pers-83 draft letters addressed in paragraph 2 above will include the separation timeline and options for redress. Draft sample letters are enclosed for informational purposes only (see Enclosure (1)). The first letter will be sent to those officers who have been identified as having mobilization potential for the purposes of being transferred to the Ready Reserves or tendering. The second letter

Subj: AUTHORITY TO DISCHARGE OR RELEASE ACTIVE DUTY PROBATIONARY OFFICERS TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

will be sent to those officers who have not been identified as having mobilization potential.

* 8. This authority is not to be used in those cases where reason for separation set forth in reference (d) applies (typically misconduct). This exception, however, does not apply to cases where the reason for separation is based upon substandard performance of duty. Such officers will be discharged under this authority, unless DCNP determines the exceptional nature of the substandard performance warrants processing under reference (d).

9. This policy will be continuously reviewed and modified as necessary to meet needs of the Navy.


G. R. HOEWING
Vice Admiral, U.S. Navy



DEPARTMENT OF THE NAVY
 NAVY PERSONNEL COMMAND
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-0000

1920
 Ser 834D/xxx
 xx Xxx xx

From: Commander, Navy Personnel Command
 To: <RANK> <FIRST> <MIDDLE> <LAST>, <COMP>, <SS1>-<SS2>-<SS3>/<DESIG>

Subj: RELEASE FROM ACTIVE DUTY OF PROBATIONARY OFFICERS

Ref: (a) U.S.C. Title 10, Section 630
 (b) DOD Directive 1332.30, paragraph 4.4
 (c) SECNAVINST 1920.6B

1. It is my duty to inform you that you have been identified for release from active duty due to << Criteria for separation >>.
2. You can expect to receive orders ninety days prior to your separation date of << Sep Date>>. After release, you will continue to serve on inactive duty as a member of the Ready Reserve. Your characterization of separation will be honorable.
3. If you prefer to be separated prior to << Sep Date >>, a written request with your Commanding Officer's endorsement must be received by PERS-834.
4. The Deputy Chief of Naval Personnel may extend the date of separation beyond 180 days for those officers who demonstrate extraordinary, compelling personal circumstances. Submit written justification via your Commanding Officer to PERS-834 within ten days from your receipt of this letter.
5. Mail requests to: Commander, Navy Personnel Command (P834), 5720 Integrity Drive, Millington, TN 38055-8340. An advanced copy of your request may be sent by fax to COMM (901) 874-2625 or DSN 882-2625.
6. Policy authorizing this discharge is contained in references (a) through (c). You may dispute your identification as a << Criteria for separation >> by submitting a rebuttal via your Commanding Officer to PERS-834 within ten days from your receipt of this letter. Email directly to << functional email address >>
7. Transition specialists at your local Family Service Center are standing by to assist you with your transition to civilian life. Questions regarding orders processing may be directed to the Officer Separations Branch (PERS-834), DSN 882-2097, COMM (901) 874-2097 or e-mail lori.anderson@navy.mil. Questions regarding status in the Ready Reserve may be directed to the Naval Reserve Personnel Administration Division (PERS-91), DSN 882-4483/4482, COMM (901) 874-4483/4482. Any other questions should be addressed to your detailee.
8. On behalf of the Chief of Naval Operations and the United States Navy, I thank you for your dedication to duty and your honorable service to the nation and the Navy.

J. W. TOWNES



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1920
Ser 834D/xxx
xx Xxx xx

From: Commander, Navy Personnel Command
To: <RANK> <FIRST> <MIDDLE> <LAST>, <COMP>, <SS1>-<SS2>-<SS3>/<DESIG>

Subj: DISCHARGE OF PROBATIONARY OFFICERS

Ref: (a) U.S.C. Title 10, Section 630
(b) DOD Directive 1332.30 paragraph 4.4
(c) SECNAVINST 1920.6B

1. It is my duty to inform you that you have been identified to be discharged from the naval service due to << Criteria for discharge >>.
2. You can expect to receive orders ninety days prior to your separation date of << Sep Date>>. Any minimum service requirements and/or any additional obligated service you may owe the Navy are waived. Your characterization of discharge will be honorable.
3. If you prefer to be discharged prior to << Discharge Date >>, a written request with your Commanding Officer's endorsement must be received by PERS-834.
4. The Deputy Chief of Naval Personnel may extend the date of discharge beyond 180 days for those officers who demonstrate extraordinary, compelling personal circumstance. Submit written justification via your Commanding Officer to PERS-834 within ten days from your receipt of this letter.
5. Mail requests to: Commander, Navy Personnel Command (P834), 5720 Integrity Drive, Millington, TN 38055-8340. An advanced copy of your request may be sent by fax to COMM (901) 874-2625 or DSN 882-2625.
6. Policy authorizing this discharge is contained in references (a) through (c). You may dispute your identification as a << Criteria for discharge >> by submitting a rebuttal via your Commanding Officer to PERS 834 within ten days from your receipt of this letter. Email directly to << functional email address >>.
7. Transition specialists at your local Family Services Center are standing by to assist you with your transition to civilian life. Questions regarding ~~orders processing may be directed to the Officer Separations Branch (PERS-834), DSN 882-2097, COMM (901) 874-2097 or e-mail lori.anderson@navy.mil.~~ Any other questions should be addressed to your detailee.
8. On behalf of the Chief of Naval Operations and the United States Navy, I thank you for your dedication to duty and your honorable service to the nation and the Navy.

J. W. TOWNES



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

3 November 2003

MEMORANDUM FOR CHIEF OF NAVAL PERSONNEL

Subj: AUTHORITY TO DISCHARGE ACTIVE DUTY PROBATIONARY OFFICERS
TO MEET BUDGETARY AND FORCE SIZE REQUIREMENTS

Ref: (a) U.S.C. Title 10, Section 630
(b) DOD Directive 1332.30, paragraph 4.4
(c) SECNAVINST 1920.6B

Encl: (1) Chief Naval Personnel Memorandum dtd 3 Oct 2003

In response to enclosure (1), this memorandum authorizes you to discharge probationary commissioned officers to meet budgetary and force size requirements as outlined in references (a) and (b). The officers to be discharged under this authority are those who fall into one or more of the categories delineated in reference (c).

You are directed to establish a nomination, review and appeal process to ensure equitable treatment of the officers considered for discharge under this authority. This authority may be delegated to the Deputy Chief of Naval Personnel, and no further. Unless sooner withdrawn, this authority will expire 1 Oct 06.

A handwritten signature in black ink, appearing to read "William A. Navas, Jr.", written over a horizontal line.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

ACTION MEMO

October 3, 2003

FOR: SECRETARY OF THE NAVY

FROM: VADM G. L. HOEWING, Chief of Naval Personnel

Hoewing 3 Oct 03

SUBJECT: DISCHARGE OF PROBATIONARY OFFICERS FROM ACTIVE DUTY

- SECNAVINST 1920.6B, TAB A, grants SECNAV the authority to discharge a probationary (less than five years commissioned service) officer from active duty when there is a need to reduce the number of officers in the Navy to meet budgetary or force size requirements.
- Personnel who fail to meet warfare qualifications (including training pipeline attrites), who fail to meet objective professional standards or fail to achieve community-specific requirements have been identified as officers who should be taken off the active duty list to meet budgetary and officer end strength requirements. *INVOLVES APPROXIMATELY 1400 OFFICERS, IN EACH OF F104 AND F105.*
- These officers will be initially offered voluntary release from active duty. Those who do not accept will be discharged in accordance with TAB A. *voluntary release allows 300/1400 with more control over when 130 day time line begins.*
- Per TAB B, officers with statutory service obligations will not be discharged under this authorization; however, these officers will be released from active duty and transferred to or retained in the Ready Reserves to fulfill statutory service obligations.
- The procedures for discharging these officers and the identified categories are contained in TAB C.

RECOMMENDATION: SECNAV sign TAB C

COORDINATION: NONE

Attachments:
As stated

Prepared by: LCDR E. G. Snow, N131C, 693-2322

2321

CHOP	DNS	VCNO	CNO	ASN(M&RA)	
DATE	<i>10/22</i>	<i>10/22</i>			