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MSGID/GENADMIN/CNO WASHINGTON DC//NOO/JUN//
SUBJ/PERSONAL FOR-OFFICER BOARD OF INQUIRY MEMBER
RESPONSIBILITIES AND CONSIDERATIONS//
REF/A/10 USC 1182//
REF/B/DOC/DOD/31MAR17//
REF/C/DOC/SECNAV/26AUG15//
REF/D/10 USC 5033//
REF/E/DOC/SECNAV /16SEP90//
NARR/REF A IS 10 U.S.C. 1182, BOARDS OF
INQUIRY. REF B IS DODI 1332.30
INCORPORATING CHANGE-1, SEPARATION OF REGULAR AND RESERVE
COMMISSIONED OFFICERS. REF C IS SECNAVINST 1920GC CH-5,
ADMINISTRATIVE SEPARATION OF OFFICERS. REF D IS 10 USC 5033,
CHIEF OF NAVAL OPERATIONS. REF E IS U.S. NAVY REGULATIONS,
1990, ARTICLE 0405 DELEGATED AUTHORITY AND RESPONSIBILITY.//
RMKS/1. Nothing in this message changes the policies, procedures,

standards, or rights established by references (a) through (c). Consistent with the authority conveyed to me by references (c) through (e), this guidance is designed to underscore the importance of Boards of Inquiry and to underscore the requirements of references (b) and (c). From this date forward, the Show Cause Authority will ensure that each board member receive a copy of this guidance before the board convenes. This guidance is not evidence and will not be received by the board as evidence. I wish to impress upon members that they have an enduring obligation to ensure that their decisions are based exclusively on the unique facts of each case.

2. On occasion, the Navy requires that officers show cause for retention on active duty. It is of paramount importance that officers

ordered to show cause receive a fair and impartial hearing. This is important work, which often requires BOI members to make difficult decisions with long-term consequences. For this reason,

convening authorities must ensure that BOI members are officers of significant experience and who show exceptional judgment.

The central purpose of a Board of Inquiry (BOI) is to protect the interests of the Navy, and by extension America's interests, by promoting Service readiness through the maintenance of high standards of conduct and performance.

I encourage convening authorities to draw upon the experience of more senior officers, especially those with command experience, when appointing BOI members. It is DoD policy to separate from military service those officers who will not or cannot meet rigorous and necessary standards of duty, performance, and discipline; maintain those high standards of performance and conduct through appropriate actions that sustain the traditional concept of honorable military service;

or exercise the required level of responsibility, fidelity, integrity, or competence.

3. As part of the BOI process, board members consider the respondents' potential for future service and how retention of the officer will affect the strength of our Navy.

a. BOI members must understand that the purpose of this process is not to punish an officer. The primary purpose is to promote the readiness of the Navy by maintaining high standards of conduct and performance. The Navy relies upon BOI members to make difficult, but necessary, decisions that judge the respondents' suitability for military service based on his or her conduct and ability or willingness to meet required standards of duty, performance, and discipline.

b. Leaders in today's Navy have an enduring obligation to maintain a Naval Force that produces leaders and teams who learn and adapt to achieve maximum possible performance, and who achieve and maintain high standards to be ready for decisive operations and combat. Success requires that we establish and maintain a professional identity, on and off duty, guided by four core attributes: Integrity, Accountability, Initiative, and Toughness.

4. When an officer has committed misconduct, or otherwise satisfies one of the bases for separation under reference (c), board members

should carefully consider the individuals
suitability for continued

service. Accordingly, I direct that all 801 members carefully consider the following in the course of deliberations:

- a. The totality of the officers record and assessment of his or her suitability for continued military service;
- b. Whether the officer can meet rigorous and necessary standards of duty, performance, and discipline;
- c. Whether the officer can maintain those high standards of performance and conduct through appropriate actions that sustain the traditional concept of honorable military service; and
- d. Whether the officer can exercise the responsibility, duty, integrity, or competence required of them.

5. 801 members have the important duty of assessing whether an officer should be retained and, if not, characterizing that officer's service. The effectiveness of our Navy depends in part on their decisions, which require impartial and thoughtful consideration by BOI members.

6. Released by ADM J. M. Richardson, Chief of Naval Operations.//

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SUBJ/PERSONAL FOR ENLISTED ADMINISTRATIVE SEPARATION BOARD MEMBER
RESPONSIBILITIES AND CONSIDERATIONS//
REF/A/DOC/DOD/27FEB17//
REF/B/DOC/COMNAVPERSCOM/28MAY08//
REF/C/10 use 5033//
REF/D/DOC/SECNAV /16SEP90//
NARR/REF A DODI 1332.14, INCORPORATING CHANGE 2,
ENLISTED ADMINISTRATIVE SEPARATIONS. REF B IS
MILPERSMAN 1910, FACTORS CONSIDERED IN RETENTION
OR SEPARATION. REF C IS 10 use 5033, CHIEF OF NAVAL
OPERATIONS. REF D IS U.S. NAVY REGULATIONS, 1990,

ARTICLE 0405 DELEGATED
AUTHORITY AND
RESPONSIBILITY.//

RMKS/I. Nothing in this message
changes the policies, procedures,
standards, or rights established by
references (a) and (b). In accordance
with references
(c) and (d), I provide this guidance to
underscore the importance of the
Enlisted Administrative Separation
process and to highlight the factors that
board members must consider pursuant
to references (a) and (b).
Convening authorities will ensure that
each board member receives a copy of
this guidance before the board
convenes. This guidance is not evidence

and will not be received by the board as evidence. I wish to impress upon members that they have an enduring obligation to ensure that their decisions are based exclusively on the unique facts of each case.

2. Enlisting in the Navy involves a commitment to the United States, the service, and one's fellow citizens and Service members. Our nation requires a Naval Force that produces leaders and teams who learn and adapt to achieve maximum possible performance, and who achieve and maintain high standards to be ready for decisive operations and combat. Success requires that we establish and maintain a professional identity on and off duty, guided by four core attributes: Integrity, Accountability, Initiative, and Toughness.

3. Early separation for failure to meet standards of conduct and performance represents a failure to fulfill that commitment. It is Navy policy to promote readiness by providing a means to judge a Sailor's suitability for continued service. Though commanders will make reasonable efforts to identify enlisted Sailors who exhibit the likelihood for early separation and improve their chances for retention, enlisted Sailors who do not demonstrate the commitment or potential for further service should be separated.

4. Administrative separation policy protects the interests of the Navy, and by extension America's interests, by preserving Service readiness through the maintenance of high standards of performance, conduct, and discipline. Recognizing that the policy directly supports warfighting readiness, convening authorities must ensure that board members are leaders with significant experience, good judgment, and resolute commitment to our core values of Honor, Courage, and Commitment.

5. In accordance with references (a) and

{b), members may consider the following factors on the issue of retention or separation, depending on the circumstances of the case:

a. The seriousness of the circumstances forming the basis for initiation of separation proceedings, the effect of the enlisted Service member's continued retention on military discipline, good order, and morale;

b. The enlisted Sailors entire military record;

c. The likelihood of continuation or recurrence of the circumstances forming the basis for initiation of separation proceedings;

d. The ability of the enlisted Sailor to perform duties effectively in the present and in the future, including potential for advancement or leadership;

e. The enlisted Saibr's rehabilitative potential;

f. The likelihood that the enlisted Sailor will be a disruptive or undesirable influence in present or future assignments.

6. Administrative separation board membership is a difficult duty. But never forget that separations are used to strengthen the concept that military service is a unique calling, dfferent from that of a civilian occupation. The acquisition of military status involves an individuals commitment to the United States, their Military Service, and fellow Service members. The enlisted separation policy helps prepare our Navy for decisive operations and combat.

7. Released by ADM J. M. Richardson, Chief of Naval Operations.//

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