

Navy Timelines

Navy Misconduct/DFC

Process	Time	Reference
Appeal/Respond to Report of NJP/ Misconduct/Final Civil	Within 5 days of acknowledgement	NAVPERS 1626/7
Make statement regarding adverse material to be included	Within 5 days of acknowledgement	MILPERSMAN 1616-040
Respond to Report of Court-Martial/NJP/ Misconduct/ Substandard Performance/Matter of	10 working days	MILPERSMAN 1611-010
Respond to DFC request (enlisted)	Usually within 10 calendar days	MILPERSMAN 1616-010
Respond to DFC request (officer)	Usually within 15 calendar days	MILPERSMAN 1611-020
Respond to vacation of suspended discharge	Not less than 2 working days	MILPERSMAN 1910-224

Navy Separations

Process	Time	Reference
Respond to notice of administrative separation (enlisted)	- 2 working days (AD) - 30 days from delivery (civilian confinement) - 30 days from delivery	MILPERSMAN 1910-408 Note: NAVPERS 1910/31 erroneously says 2 days for AD
Acknowledge, respond, or tender resignation after BOI/NOI letter	10 duty days from delivery	MILPERSMAN 1611-010
Convening of BOI after notification to appear	- 30-60 days - 60+ days only in most unusual circumstances	SECNAVINST 1920.6D, Encl. (11)
Respond to notice of processing for Drop From the Rolls (officer)	30 calendar days	MILPERSMAN 1611-010

Navy Retirement/Fleet Reserve Transfer

Issuance of retirement authorization (enlisted)	No later than 120 days prior to requested date	MILPERSMAN 1810-010
Issuance of retirement package (enlisted)	No later than 4 months prior to approved retirement date	MILPERSMAN 1810-010
Request for voluntary retirement (officer)	- No more than 12 months prior to requested date - 6-9 months prior to PRD if aligned with PRD - 9-12 months prior to requested date if not	MILPERSMAN 1810-020
Issuance of retirement orders	- No earlier than 6 months (CONUS) - No earlier than 9 months (OCONUS)	MILPERSMAN 1810-020
Final authorization/ statement of service from PERS-836 before transfer to Fleet Reserve	- No later than 120 days	MILPERSMAN 1830-040
Request release from active duty (FTS officer)	- 9-12 months	MILPERSMAN 1920-090

Navy FITREP/EVAL/CHIEFEVAL

Process	Time	Reference
Respond to Adverse FITREP/EVAL/	10 days from receipt of report	BUPERSINST 1610.10E, Ch. 17
Provide supplementary material to FITREP/EVAL/CHIEFEVAL	- 2 years from end of reporting period (unless reporting senior includes cover letter explaining circumstances)	BUPERSINST 1610.10E, Ch. 15
Submit Art. 138 complaint regarding FITREP/EVAL/CHIEFEVAL	Earlier of: - 90 days from knowledge of report submission - 90 days of submitted	BUPERSINST 1610.10E, Ch. 17

Navy Equal Opportunity

Process	Time	Reference
Initiation of informal resolution procedures	Within 3 duty days of informal complaint	OPNAVINST 5354.1H, Ch. 4
Required resolution of informal complaint	Within 30 duty days	OPNAVINST 5354.1H, Ch. 4
Required follow-up with complainant by CMEO	Within 45 days of complaint closure	OPNAVINST 5354.1H, Ch. 4
Retention of complaint records in command continuity file	3 years	OPNAVINST 5354.1H, Ch. 4
OPREPS from alleged offender's command	Every 30 days; 14 days for sexual harassment	OPNAVINST 5354.1H, Ch. 5
Required notice to commander after formal complaint	Within 3 duty days of receipt	OPNAVINST 5354.1H, Ch. 5
Commander's evaluation of formal complaint	1 duty day	OPNAVINST 5354.1H, Ch. 5
Initiation of command investigation after complaint accepted	Within 72 hours of acceptance	OPNAVINST 5354.1H, Ch. 5
Completion of investigation	No later than 14 days from commencement; 30 days for non-sexual	OPNAVINST 5354.1H, Ch. 5
Request copy of final report of investigation	Within 30 duty days of notification of final determination by commander	OPNAVINST 5354.1H, Ch. 5
Appeal final determination by commander	Within 30 duty days of notification; within 30 duty days of receipt of investigation if requested	OPNAVINST 5354.1H, Ch. 5
Review of initial appeal	Within 60 calendar days of receipt	OPNAVINST 5354.1H, Ch. 5
Request further appeal to SECNAV	Within 30 calendar days of receipt of GCMCA decision on initial appeal	OPNAVINST 5354.1H, Ch. 5