IAT / NP2 | Navy Management of Separation & Retirements / Involuntary Administrative Separation of Officers — As-Is Experience Map

STAKEHOLDER & AS-IS PROCESS

Adverse Occurence

1 — Command Administration sends Notification of Adverse Occurrence to PERS-834 via a functional **email inbox** with basic details of the Officer.
Command Administration

2 — Command Administration reviews substantiating documentation and notifies PERS-834 of reportable Officer's offense via email.
Command Administration

1.1 — PERS-834 receives notification of Adverse Occurrence and initiates Officer Separation Case Record in **OPATS (Officer Performance Access Tracking System)**.

The Officer's career information will also be reviewed in OPATS.

A **Special Interest Code** is then recorded in **OAIS (Officer Assignment Information System)**.

Special Interest Code Recorded
PERS-834

1.2 — **Every 30 days PERS-834 will request a status update** of the Administrative Separation Process from Command Administration via email.

Once a status is received from Command Administration, it will be recorded.

30 Day Status Update
PERS-834

Involuntary Administrative Separation Package

3 — A decision is made to process the Officer for **Involuntary Administrative Separation** and an email notification is sent to PERS-834.
Involuntary Administrative Separation

3B — A decision is made to not process the Officer for Involuntary Administrative Separation. A **Report of No Misconduct** is sent to PERS-834 via email.
Report of No Misconduct
Command Administration

4 — Officer is processed for **Involuntary Administrative Separation**. An Officer Involuntary Administrative Separation Pakcage is created.
Involuntary Administrative Separation Package Created
Command Administration

5 — Once created and sent via email, the Officer has the opportunity to review the Involuntary Administrative Separation Package.

The Officer can then decide to make a statement, or not.
Officer

6 — If the Officer does desire to make a statement, they will then prepare it for the Involuntary Administrative Separation Package.
Makes Desired Statement

Or, the Officer does not desire to make a statement.
No Statement Desired

The Officer endorses the Involuntary Administrative Separation Package and sends back to Command Administration via email.
Officer

7 — Command Administration receives Involuntary Administrative Separation Package from Officer via email to endorse.
All packages must be signed off by the Flag Command

If the Involuntary Administrative Separation **Package is not from a Flag Command**, the Commanding Officer sends it to **ISIC** (Immediate Superior in Command) for endorsement via email.
Flag Review Required

If the Involuntary Administrative Separation **Package is from a Flag Command**, the Commanding Officer records the case information in **OPATS (Officer Performance Access Tracking System)**.
Flag Review Not Required
Command Administration

7.1 — PERS-834 receives notification status that the Officer will be processed for Involuntary Administration Separation.
Processed for Involuntary Separation

7.1B — If the notification status is processed as a Report of No Misconduct, it is then **reviewed for acceptability.**
Report of No Misconduct
PERS-834

7.1B — If the **Report of No Misconduct is not acceptable**, notification is sent via email back to Command Administration to create an Officer Involuntary Administration Separation Package. This Report of No Misconduct that is not accepted will be included in the Package.
Report of No Misconduct Not Accepted
PERS-834

7.1B — If the **Report of No Misconduct is acceptable**, the Officer Administration Separation case information is updated by PERS-834 removing the Special Interest Code. And then, the case will be finalized and closed.

Command is then notified of case closure via email.
Report of No Misconduct Accepted
PERS-834

Show Cause

8 — Flag Command Officer endorses the Officer Involuntary Administrative Separation Package.
Flag Review Officer

8B — If the Officer **has not been Directed to Show Cause**, a Round Table Panel Summary Sheet will be created by PERS-834 and a recommendation on the Officer Involuntary Administrative Separation case will be provided.
Show Cause Not Required

Then, if Detach for Cause is requested:
Detach for Cause Memorandum is generated.
Show Cause Action Memorandum is generated.
Provide PERS-B Chain of Command Show Cause Recommendation.
Detach for Cause

This information is sent to the Commander, Navy Personnel who provides the **CNPC Judge Advocate General Show Cause Recommendation** and the **Show Cause Determination**.

This information is then recorded in **OPATS (Officer Performance Access Tracking System)**.
Show Cause Recommendation & Determination
Commander, Navy Personnel

Then, if the **Officer needs to Show Cause for Rentention** in the Navy, PERS-834 will then prepare the **Notification of Officer Involuntary Administrative Separation Processing**.

Once prepared, the notification goes first to the **Regional Commander** where they will review the processing. And then, **Command Administration** gets the notification via email.
Show Cause for Retention
PERS-834

Manage Show Cause and Recommendation

9 — Command Administration notifies Officer of Involuntary Administrative Separation Processing.
Officer Notified of Separation Processing
Command Administration

10 — The Officer reviews Notification of Involuntary Administrative Separation Package.

If the Officer **Invokes Right to Legal Counsel**; then, they meet with Legal Counsel.

Or the Officer **Waives the Right to Legal Counsel**.
Right to Legal Counsel

If the Officer **desires to submit a Resignation, Retirement, or Statement Letter**, then that Letter is prepared accordingly.

Or the Officer **does not submit Resignation, Retirement, or Statement Letter**.
Resignation, Retirement or Statement

The Officer signs Acknowledgement of Rights.
Acknowledgement of Rights
Officer

11 — Command Administration endorses the Officer's signed Acknowledgement of Rights.

Then, if a **Board of Inquiry is Indicated and accepted**, the Acknowledgement of Rights is emailed to the Regional Commander and PERS-834 is notified.
Board of Inquiry Accepted

Then, if a **Board of Inquiry is Indicated and not accepted**, the Acknowledgement of Rights is emailed PERS-834.
Board of Inquiry Not Accepted
Command Administration

11B — Acknowledgement of Rights information is recorded. **No Board of Inquiry was held.**
Acknowledgment of Rights Recorded

12 — Attendees are chosen for the Board of Inquiry. Once chosen, the BOI will convene. A **BOI Report of Findings** created and endorsed.

The endorsed **BOI Report of Findings** is sent to PERS-834.
Board of Inquiry Report of Findings
Regional Commander

12B — **Endorsed BOI Report of Findings is received** and the information is recorded in **OPATS (Officer Performance Access Tracking System)**.
BOI Recorded

If the BOI finds to not retain the Officer, and a **Retirement in Grade Determination is required**, then a **Fitness Report and a Counseling Record is recreived**.
Officer Not Retained

If PTSD is mentioned in the Package, a **PTSD Evaluation Memorandum is generated** and sent to Command Administration for review.
PTSD Memo
PERS-834

Manage Involuntary Separation and Recommendation

13 — PTSD Evaluation Memorandum from PERS-834 is reviewed.
PTSD Memorandum
Regional Commander

The Officer is directed to receive PTSD Evaluation from Medical Treatment Facility. The PTSD Evaluation is then sent to PERS-834.
PTSD Evaluation of Officer
Officer

The Officer's PTSD Evaluation is then put into the Package
PTSD Evaluation Into Package

Detach for Cause is requested.

If Not Previously Approved
PERS-834 will generate the Chief of Naval Personnel Action Memorandum and the Detach for Cause Memorandum.

If Previously Approved
The Memorandums are not generated.

Detach for Cause is not requested.
Detach for Cause

Then, the **Officer Administration Separation Package for ASN (M&RA)** is generated. The **PERS-B Chain of Command Administrative Separation Recommendation** is then provided and sent to Commander, Navy Personnel.
PERS-834

14 — CNPC Judge Advocate General Separation Recommendation is generated and CNPC Chain of Command Separation Recommendation is provided.
Separation Recommendation

Other than Honorable Discharge is not recommended.
Honorable Discharge Not Recommended

Other than Honorable Discharge is recommended.
Honorable Discharge Recommended
Commander, Navy Personnel

PAIN POINTS

1.1 — Unsure of timing when a subspecialty code is updated in OAIS – regarding the update of the Officer Master File (OMF) via Officer Personnel Information (OPINS II) within 24 hours.

1.1 — Uncertainty with Officers code used in Officer Assignment Information System (OAIS) – not sure if it's applicable to billet while the officers are in training.

4 — **Processing Time**—Not enough Human Resources to do all of the legwork with the volume of work. This creates a longer processing time.

5.7 — The Systems that are being used to process email is not actually a system. (OAIS) Officer Assignment Information System - is a system.

* (OAIS) Officer Assignment information System - is this web application that houses multiple applications in support of officer assignments

9 — Processing bottleneck at the **CNP office**.

Inundated with time consuming calls requesting status.
THROUGHOUT PROCESS

Confusion with how the data is exchanged with the Officer Personnel Information System (OPINS II).
THROUGHOUT PROCESS

TRANSFORMATION OPPORTUNITIES

1.3 — Automate the 30 day loop to send messages to command for updates.

- Train and hire more human resources to expedite the process.
- Automate the steps throughout the package building and status process.
- Implement a help desk for officers to obtain information on where their package is in the process.

THROUGHOUT PROCESS