

MILPERSMAN 1616-010

DETACHMENT FOR CAUSE (DFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN	882-4433
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1. Policy

a. Detachment for Cause is the administrative removal from an assignment for substandard behavior or substandard performance of duty. Chief petty officers (E-7 through E-9) may be detached for cause under this article. Selected petty officers who are serving in a billet in which the member is the only one of the member's rating specialty (disbursing clerk, independent duty corpsman, etc.) may also be considered for DFC. As a matter of policy, Chief of Naval Personnel considers that shore commands, particularly those in the continental United States, should be capable of dealing with problem petty officers without resorting to detachment for cause.

b. Detachment for Cause is one of the strongest administrative measures used, and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, reassignment within the command, etc.,) are exhausted. Detachment for Cause will not be used in lieu of disciplinary action or administrative discharge, nor is it an excuse to transfer a problem sailor to another command. Detachment for Cause is not necessarily a bar to retention or reenlistment eligibility.

c. Substandard performance can be limited to a single significant event where negligence, incompetence, or disregard of duty is involved; or it can involve substandard performance over an extended period of time, normally 3 to 6 months.

d. In cases of unsatisfactory performance over an extended period of time, appropriate documentation of guidance and counseling is critical. Issuance of a Letter of Instruction (LOI), although not required, should be used in most cases. The member must also be given a reasonable period of time to correct the deficiencies. Unsatisfactory performance of duty should be documented by evaluation reports.

2. **Detachment for Cause Request.** The first flag officer in the member's chain of command (normally the command's General Court-Martial Convening Authority, is the approval authority for enlisted DFCs. The member's command must submit the DFC request by letter to the approval authority, via the member who is being considered for DFC. Detachment for Cause requests will contain the following:

- a. the reason for the request;
- b. a detailed statement of the circumstances leading to the DFC request, including a specific description of incident(s) and a chronology of events;
- c. in the case of substandard behavior or performance over a period of time, a copy of the member's administrative counseling/warning (see MILPERSMAN 1910-204), and/or LOI;
- d. enlisted performance evaluation or fitness reports documenting the member's substandard behavior or performance, if applicable;
- e. a statement of disciplinary action taken, or contemplated, if any;
- f. location of member pending DFC request (if not a parent command); and
- g. any other supporting documentation relevant to the case.

3. **Member's Endorsement.** Member shall have the opportunity (normally within 10 days) to make an endorsement on the DFC request. The member's endorsement must include a statement indicating understanding that if the DFC request is approved, it will become a permanent part of the member's official record.

4. **Response**

a. Upon receipt of the DFC request, the approving authority will respond by message using the template below. If appropriate, the member shall be made available for transfer. The approving authority shall forward a copy of all approved cases to Navy Personnel Command (NAVPERSCOM) (PERS-832) for review and inclusion in the member's permanent record.

b. Approval authorities should use this message format to promulgate DFC decisions:

FM: (Flag officer in the chain of command)
TO: (Command submitting DFC request)
INFO: NAVPERSCOM MILLINGTON TN//PERS40//PERS832//
EPMAC NEW ORLEANS LA//JJJ//
NAVRESPERSCEN NEW ORLEANS LA//30//(For TAR personnel)
SUBJ/DFC REQ ICO MMCM JOHN DOE, USN, 123-45-6789//
REF/A/LTR/USS NEVERSAIL/4JUL96//
AMPN/REF A IS DFC REQ//
(For approved DFC request)
RMKS/1. REF A DETACHMENT FOR CAUSE (DFC) DUE TO (state reason)
IS APPROVED.
2. COUNSEL MMCM DOE REGARDING THE SEVERITY OF DFC. WARN SNM
FURTHER SUBSTANDARD PERFORMANCE MAY RESULT IN OTHER ADMIN
ACTION. ENTER NAVPERS 1070/613 IN MBR'S SERVICE RECORD STATING
SNM WAS DETACHED FOR CAUSE AND HAS BEEN COUNSELLED CONCERNING
THE GRAVITY OF THIS ACTION.
3. TRANSFER TEMDU PENDING REASSIGNMENT. SUBMIT ENLISTED
MANNING INQUIRY REPORT (EMIR) AND IMMEDIATE AVAIL CITING THIS
MSG AS AUTH FOR TRANSFER.
4. SNM SHOULD CONTACT RATING DETAILER FOR ASSIGNMENT OPTION.

(For disapproved DFC request)
RMKS/1. REF A DETACHMENT FOR CAUSE (DFC) DUE TO (state reason)
IS DISAPPROVED.
2. ALTHOUGH DFC REQUEST IS NOT APPROVED, IT IS IN THE BEST
INTEREST OF ALCON THAT SNM BE REASSIGNED. TRANSFER TEMDU
PENDING REASSIGNMENT. SUBMIT EMIR AND IMMEDIATE AVAIL CITING
THIS MESSAGE AS AUTH FOR TRANSFER.
3. MBR SHOULD CONTACT RATING DETAILER FOR ASSIGNMENT OPTION.
(If DFC is disapproved and mbr will remain onboard NAVPERSCOM,
EPMAC and NRPC need not be notified).