

## MILPERSMAN 1910-502

### ADMINISTRATIVE BOARD COMPOSITION

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<b>References</b>	(a) DoD Instruction 1332.14 (b) OPNAVINST 1752.2B
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#### 1. Composition

a. Convening authority shall ensure women and minorities are given equal opportunity to serve on administrative boards. Mere appointment or failure to appoint a member of such a group to board, however, is not a basis to challenge proceeding.

b. Per reference (a), use this guidance to compose an administrative board:

APPOINT to board...	AND if...	THEN...
at least three experienced commissioned, warrant, or noncommissioned officers to serve as voting members, <ul style="list-style-type: none"> <li>• Senior member must be in Navy and grade O-4 or higher.</li> <li>• Majority of board members must be commissioned and or warrant officers.</li> <li>• Enlisted personnel appointed to board shall be in grade E-7 or above and be senior in pay grade to respondent.</li> </ul>	member is a reservist, to include any of the following categories, <ul style="list-style-type: none"> <li>• USNR (active);</li> <li>• USNR-R (selected Reserves (SELRES)/ individual ready reserves (IRR));</li> <li>• USNR-S1/S2 (Stand-by reserves);</li> <li>• USNR (FTS);</li> <li>• any reservist performing active duty (i.e., active duty for special work (ADSW), mobilization, annual training (AT));</li> </ul>	at least one member must be a reserve officer and all members must be commissioned officers.
a non-voting recorder,	board is for child and or spouse abuse cases,	recorder should be judge advocate per reference (b).

a non-voting legal advisor to assist board (if desired).		
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c. Respondent's commanding officer and executive officer may not act as recorder or sit as members.

2. **Appointment Letter**. Use this format when appointing an administrative board. Send this letter to all three members. (Use proper letter format.)

From: Convening Authority  
To: (senior member (or member) of board - rank, name, component)  
Subj: APPOINTMENT OF AN ADMINISTRATIVE BOARD FOR  
(RATE, NAME, COMPONENT, SSN (XXX-XX-1234, LAST FOUR DIGITS))  
WHO IS BEING PROCESSED FOR ADMINISTRATIVE SEPARATION BY  
REASON(S) OF \_\_\_\_\_  
Ref: (a) MILPERSMAN 1910-502  
(b) MILPERSMAN 1910-516

1. Per reference (a), you are assigned as senior member (or member) of an administrative board to be convened at (time, date, location), or as soon as practicable thereafter. Other individuals assigned to board are:

\_\_\_\_\_ Member  
\_\_\_\_\_ Member  
\_\_\_\_\_ Recorder  
\_\_\_\_\_ Counsel for Respondent  
\_\_\_\_\_ Legal Advisor

2. General procedural instructions are contained in reference (b). You and other board members should become familiar with reference (b) prior to convening of board.

3. You are admonished not to discuss pending case with anyone and not to review any documents, including service record of respondent, prior to convening of board.

\_\_\_\_\_  
(Signature of convening authority;  
commanding officer,  
acting commanding officer, or  
By direction)

Copy to:  
Respondent/Counsel  
Board members  
Recorder  
Legal advisor