

**SAMPLE NAVPERS 1070/613, ADMINISTRATIVE REMARKS, PAGE 13 ENTRY  
FOR ENLISTED SERVICE RECORD**

(DO NOT execute this warning for members recommended for separation. Doing so may require retaining member until they commit another violation.)

NOTES:

1. Commands will use the following format for enlisted members who are being retained and warned.
2. If administrative separation process determines misconduct and votes to retain member, and the command has not recommended Secretary of the Navy overturn the recommendation and discharge the member with a general discharge, execute a NAVPERS 1070/613 warning at that time.
3. Member must sign and date the entry. Make a notation, signed and dated by an officer, if member refuses to sign the entry.
4. Include a brief narrative of the offense, describing time, place, duty status, etc., in paragraph 1 of NAVPERS 1070/613 entry.
5. If member is later processed for administrative separation, include a copy of NAVPERS 1070/613 entry in the letter of transmittal or indicate existence of NAVPERS 1070/613 entry in commander's comments in the event of message submission.

\*SAMPLE ENTRY

1. You are being retained in the naval service. The following deficiencies in your performance and/or conduct, however, are identified: (List specific deficiencies, "pattern of misconduct" is NOT specific enough.)

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2. You are required to take the following corrective action(s):

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3. Assistance is available through \_\_\_\_\_.

4. You are advised that any further deficiencies in your performance and/or conduct may result in disciplinary action and/or in processing for separation. All deficiencies previously cited and/or any misconduct during your current enlistment, both before and after the date of this action, will be considered. Subsequent violation(s) of UCMJ or conduct resulting in civilian conviction could result in an administrative separation under Other Than Honorable (OTH) conditions.

5. This counseling/warning entry is made to afford you an opportunity to undertake the required corrective action(s). Any failure to adhere to the guidelines cited above, may result in adverse administrative action and/or administrative separation processing.

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Date)

Witnessed:

\_\_\_\_\_  
(Signature)  
TYPE NAME

Copy to:  
Command Security Manager