



# Department of Defense INSTRUCTION

NUMBER 1332.30

December 11, 2008

*Incorporating Change 2, September 20, 2011*

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USD(P&R)

SUBJECT: Separation of Regular and Reserve Commissioned Officers

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Directive (DoDD) 1332.30 (Reference (a)) as a DoD Instruction (DoDI) and incorporates and cancels DoDI 1332.40 (Reference (b)) in accordance with the authority in DoDD 5124.02 (Reference (c)).

b. Implements chapters 60 and 1411 of title 10, United States Code (U.S.C.) (Reference (d)) by establishing DoD policy, assigning responsibilities, and prescribing procedures governing the administrative separation of Regular and Reserve commissioned officers for substandard performance of duty, for an act or acts of misconduct or moral or professional dereliction, or in the interest of national security.

c. Implements sections 630 and 14503 of Reference (d) by establishing DoD policy, assigning responsibilities, and prescribing procedures governing the administrative discharge of Regular and Reserve commissioned officers with fewer than 6 years of active commissioned service in certain circumstances.

d. Implements sections 1167 and 12687 of Reference (d) to separate military officers under confinement by sentence of court-martial after the sentence to confinement has become final under chapter 47 of Reference (d) and the officer has served in confinement for a period of 6 months.

2. APPLICABILITY. This Instruction:

a. Applies to OSD, the Military Departments, commissioned officers on the Active Duty List (ADL) and the Reserve Active Status List (RASL) of the Military Services.

b. Does not apply to commissioned warrant officers and retired commissioned officers of the Military Services.

3. DEFINITIONS. Terms used in this Instruction are defined in the Glossary.

4. POLICY. It is DoD policy:

a. To promote the readiness of the Military Services by maintaining high standards of conduct and performance. An individual is permitted to serve as a commissioned officer in the Military Services because of the special trust and confidence the President of the United States has placed in his or her patriotism, valor, fidelity, and competence. Commissioned officers are expected to display responsibility commensurate to that special trust and confidence, and to act with the highest integrity at all times.

b. To judge the suitability of persons for military service based on their conduct and their ability to meet required standards of duty, performance, and discipline.

c. To separate from military service those commissioned officers who will not or cannot:

(1) Meet rigorous and necessary standards of duty, performance, and discipline.

(2) Maintain those high standards of performance and conduct through appropriate actions that sustain the traditional concept of honorable military service.

(3) Exercise the responsibility, fidelity, integrity, or competence required of them.

d. That notwithstanding any other provision of this Instruction, in accordance with sections 630(1)(A) and 14503(a)(1) of Reference (d), the Secretaries of the Military Departments concerned may discharge from a military service, officers on the ADL or the RASL who have fewer than 6 years commissioned service when there is a need to reduce the number of officers in that Service to meet budgetary or force size requirements. Enclosure 6 of this Instruction does not apply to the discharge of probationary commissioned officers under this authority.

e. That all commissioned officers of the Army National Guard or the Air National Guard not on active duty, including officers who have been released from active duty for cause and returned to the control of the State, are subject to withdrawal of Federal recognition under section 323 of title 32, U.S.C. (Reference (e)) rather than the procedures in Reference (d).

(1) All officers considered for withdrawal of Federal recognition under section 323 of Reference (e) shall receive an efficiency board, to determine general fitness of the officer for continued Federal recognition.

(2) In accordance with section 14907(b) of Reference (d), an officer of the Army National Guard of the United States or the Air National Guard of the United States whose Federal recognition as an officer of the National Guard is withdrawn under section 323(b) of Reference (e) shall be discharged from appointment as a Reserve officer of the Army or the Air Force, as applicable.

5. RESPONSIBILITIES

a. The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall:

(1) Ensure compliance with this Instruction.

(2) In coordination with the Secretaries of the Military Departments, ensure that officers separated under this Instruction are fully informed of assistance available from the Department of Defense in their transition to civilian life.

b. The Secretaries of the Military Departments shall:

(1) Administer Military Service separation programs consistent with the procedures in Enclosures 2 through 8.

(2) Prescribe regulations consistent with the policy and procedures established in this Instruction.

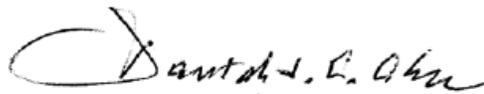
(3) Address any recommendations for policy changes in this Instruction to the PDUSD(P&R).

c. The Secretaries of the Army and the Air Force, in addition to performing the responsibilities in paragraph 5.b. of this Instruction, shall prescribe regulations implementing section 323 of Reference (e).

6. PROCEDURES. Procedures and standards for implementation are contained in Enclosures 2 through 87.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. ~~Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives> and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.~~

8. EFFECTIVE DATE. This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

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  2. Reasons for Separation
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1332.30, "Separation of Regular and Reserve Commissioned Officers," March 14, 1997 (hereby cancelled)
- (b) DoD Instruction 1332.40, "Separation Procedures for Regular and Reserve Commissioned Officers," September 16, 1997 (hereby cancelled)
- (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (d) Chapters 47, 60, and 1411, sections 101, 618, 630, 827, 831, 1167, 12687, 14002, 14109, 14903, and 14907 of title 10, United States Code
- (e) Section 323 of title 32, United States Code
- (f) DoD Directive 1010.4, "Drug and Alcohol Abuse by DoD Personnel," September 3, 1997
- (g) DoD 5200.2-R, "Personnel Security Program," January 1987
- ~~(h) Manual for Courts Martial, United States~~
- ~~(i) DoD Instruction 5505.8, "Defense Criminal Investigative Organizations and other DoD Law Enforcement Organizations Investigations of Sexual Misconduct," January 24, 2005~~
- (j/h) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

ENCLOSURE 2

REASONS FOR SEPARATION

1. SUBSTANDARD PERFORMANCE OF DUTY. A commissioned officer may be separated from a Military Service, under regulations prescribed by the Secretary of the Military Department concerned, when he or she is found to be substandard in any of the following:

- a. Performance of duty.
- b. Efficiency.
- c. Leadership.
- d. Response to training, in that performance of duties in the officer's assigned specialty is unsatisfactory.
- e. Attitude or character.
- f. Maintenance of satisfactory progress while in an active status skills awarding program.

2. ACTS OF MISCONDUCT OR MORAL OR PROFESSIONAL DERELICTION. A commissioned officer may be separated from the military service, under regulations prescribed by the Secretary of the Military Department concerned, when he or she is found to have committed an act or acts of misconduct or moral or professional dereliction, which include (but are not limited to) the following:

- a. Serious or recurring misconduct, punishable by military or civilian authorities.
- b. Discreditable mismanagement, whether intentional or not, of personal affairs, including financial affairs.
- c. Drug abuse as defined in *DoDD 1010.4* (Reference (f)).
- d. Culpable failure to perform assigned duties or to complete required training.
- e. Culpable loss or compromise of professional status, qualifications or licensure, or certification required for performance of military duties.
- f. Intentional misrepresentation of facts in obtaining an appointment or in official statements or records.

~~3. HOMOSEXUAL CONDUCT. Homosexual conduct is grounds for separation from the Military Services under the terms set forth in paragraph 3.a.(2) of this enclosure. Homosexual conduct is engaging in, attempting to engage in, or soliciting another to engage in a homosexual act or acts; a statement by a member that he or she is a homosexual or bisexual, or words to that effect; or marriage or attempted marriage to a person known to be of the same biological sex. A member's sexual orientation is considered a personal and private matter, and is not a bar to continued military service under this paragraph, unless manifested by homosexual conduct in the manner described in paragraph 3.a. of this enclosure.~~

~~a. A commissioned officer shall be separated under this paragraph if one or more of the following approved findings is made:~~

~~(1) The officer has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there are approved further findings that the officer has demonstrated that:~~

~~(a) Such acts are a departure from the officer's usual and customary behavior;~~

~~(b) Such acts under all the circumstances are unlikely to recur;~~

~~(c) Such acts were not accomplished by use of force, coercion, or intimidation;~~

~~(d) Under the particular circumstances of the case, the officer's continued presence in the Armed Forces is consistent with the interests of the Armed Forces in proper discipline, good order, and morale of the military service; and~~

~~(e) The officer does not have a propensity or intent to engage in homosexual acts.~~

~~(2) The officer has made a statement that he or she is a homosexual or bisexual, or words to that effect, unless there is a further approved finding that the officer has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. A statement by an officer that he or she is a homosexual or bisexual, or words to that effect, creates a rebuttable presumption that the officer is a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. The officer shall be advised of that presumption and given the opportunity to rebut the presumption by presenting evidence demonstrating that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts. In determining whether an officer has successfully rebutted the presumption that he or she is a person who engages in, attempts to engage in, or has a propensity or intent to engage in homosexual acts, some or all of the following may be considered:~~

~~(a) A statement under oath by the officer that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts;~~

~~(b) Whether the officer has engaged in homosexual acts;~~

~~(c) Testimony from others about the officer's past conduct, character, and credibility;~~

~~(d) The nature and circumstances of the officer's statement;~~

~~(e) Any other evidence relevant to whether the officer is likely to engage in homosexual acts.~~

~~———(3) The officer has married or attempted to marry a person known to be of the same sex (as evidenced by the external anatomy of the persons involved).~~

~~(4) The list in paragraphs 3.a.(2)(a) through 3.a.(2)(e) of this enclosure is not exhaustive; any other relevant evidence may also be considered.~~

~~b. The commissioned officer shall bear the burden of proving throughout the proceedings, by a preponderance of the evidence, that retention is warranted under the circumstances described in paragraphs 3.a.(1) and 3.a.(2) of this enclosure.~~

~~c. Nothing in this Instruction or the Service implementing regulations requires that an officer be processed for separation when a determination is made as follows, in accordance with regulations prescribed by the Secretary of the Military Departments concerned, that:~~

~~(1) The officer engaged in acts, made statements, or married or attempted to marry a person known to be of the same biological sex for the purpose of avoiding or terminating military service, and~~

~~(2) Separation of the officer would not be in the best interest of the Armed Forces.~~

**4-3. RETENTION IS NOT CONSISTENT WITH THE INTERESTS OF NATIONAL SECURITY.** Under DoD 5200.2-R (Reference (g)), a commissioned officer may be separated from a Military Service when it is determined that the commissioned officer's retention is clearly inconsistent with the interest of national security.

**5-4. SEPARATION IN CASES INVOLVING EXTENDED CONFINEMENT.** Under sections 1167 and 12687 of Reference (d), a member of a Military Service sentenced by a court-martial to a period of confinement for more than 6 months may be separated from that member's Armed Force at any time after the sentence to confinement has become final under chapter 47 of Reference (d), and the person has served in confinement for a period of 6 months.

~~6-5~~. MULTIPLE REASONS. A commissioned officer may be considered for separation for one or more of the reasons set out in paragraphs 1 through ~~54~~ of this enclosure. However, separate findings under each applicable paragraph shall be required for each separation basis identified.

ENCLOSURE 3

PROCEDURES FOR NONPROBATIONARY COMMISSIONED OFFICERS

1. INITIATION OF ACTION. The Secretary of each Military Department shall prescribe procedures for the initiation of separation recommendations.

2. SHOW-CAUSE AUTHORITY (SCA)

a. The SCA shall determine whether an officer shall be required to show cause for retention in the military service for one or more of the reasons listed in Enclosure 2, and as further defined by the Secretary of the Military Department concerned.

b. The SCA shall:

(1) Evaluate all information presented about the case under consideration.

(2) Determine whether the record is sufficient to require the officer to show cause for retention in the military service.

(3) Under regulations prescribed by the Secretary of the Military Department concerned, close the case if the authority determines that the officer should not be required to show cause for retention in the military service.

(4) Refer the case to a Board of Inquiry if the authority determines that the officer should be required to show cause for retention in the military service. The reasons for making such a show-cause determination shall be provided to the officer in writing.

~~(5) Refer the case to a Board of Inquiry if the record supports a finding of homosexual conduct under Enclosure 2. For purposes of making this determination, the standards set forth in paragraphs 2.e.–2.f. of Enclosure 8 are applicable.~~

~~(6-5)~~ Consider the initiation of separation action if the record supports a finding of drug abuse under Enclosure 2.

c. In accordance with sections 618(c)(2) or 14109(c) of Reference (d), the Secretary of the Military Department concerned may require an officer to show cause for retention on active duty or in an active status based on the recommendation of a promotion selection board.

d. The SCA shall appoint members of Boards of Inquiry unless regulations of the Service Secretary concerned reserve that authority to another official.

3. BOARD OF INQUIRY

a. Composition. See Enclosure 4.

b. Convening. A Board of Inquiry shall be convened under such regulations as may be prescribed by the Secretary of the Military Department concerned.

c. Function. A Board of Inquiry shall give a fair and impartial hearing to an officer required to show cause for retention on active duty. The Board of Inquiry is an administrative board that shall consider all relevant and material evidence about the case and shall function under rules and procedures established by the Secretary of the Military Department concerned. The Board of Inquiry shall make findings on each reason for separation and a recommendation as to whether a respondent should be retained in the military service. The board also shall recommend the character of discharge, in accordance with regulations prescribed by the Secretary of the Military Department concerned, if it recommends discharge. Its findings must be supported by a preponderance of the evidence. The proceedings and hearing before a Board of Inquiry are intended to give the officer an opportunity to respond to, and rebut, the basis for the contemplated separation, after having been informed of the contemplated separation and the reasons therefore. The hearing shall provide a forum for why the officer concerned thinks the contemplated action should not be taken.

d. Determinations

(1) If a Board of Inquiry determines that the officer has established that he should be retained on active duty, the case will be closed by the initiating SCA. ~~In the case of homosexual conduct, the board shall make specific findings of the reasons warranting retention in accordance with Enclosure 2.~~

(2) If a Board of Inquiry determines that an officer has failed to establish that he or she should be retained on active duty, the SCA shall forward the case, including its recommendations regarding characterization of discharge, to the Secretary of the Military Department concerned in accordance with regulations prescribed by that Secretary.

(3) For officers on the RASL, the Board of Inquiry shall refer the case to the Secretary of the Military Department concerned for disposition under section 14903(d) of Reference (d).

#### 4. RETIREMENT OR DISCHARGE

a. Retirement. A commissioned officer separated from active duty or from an active status, in accordance with this Instruction, if eligible for voluntary retirement under any law on the date of such separation, may request and shall be retired in the grade and with the retired pay for which eligible if retired under such provision.

b. Discharge. A commissioned officer separated from the military service in accordance with this Instruction, if ineligible for retirement under any law on the date of such separation, shall be discharged:

(1) Honorably in the grade then held if separated only for substandard performance of duty; or,

(2) In the grade then held if separated for misconduct, for moral or professional dereliction, ~~homosexual conduct~~, or in the interest of national security. The character of discharge shall be determined by the Secretary of the Military Department concerned, but in no case shall it be less favorable than that recommended by the Board of Inquiry.

## 5. APPLICATION FOR RETIREMENT OR DISCHARGE

a. At any time before final action in the case, the Secretary of the Military Department concerned may grant a request by the commissioned officer concerned for the following:

(1) Voluntary retirement.

(2) Transfer to the Retired Reserve (when the officer is a reservist).

(3) Discharge.

b. The action, under this paragraph, of the Secretary of the Military Department concerned is final.

## 6. LIMITATIONS

a. A commissioned officer required to show cause for retention in the military service because of substandard performance of duty and who is retained on active duty or in an active status by a Board of Inquiry may not again be required to show cause for retention for the same reasons within the year period beginning on the date of the determination to retain.

b. Subject to paragraph 6.c. of this enclosure, a commissioned officer required to show cause for retention in the military service because of misconduct, moral or professional dereliction, ~~homosexual conduct~~, or in the interest of national security, and who is retained on active duty or in an active status by a Board of Inquiry, may again be required to show cause for retention at any time.

c. A commissioned officer may not again be required to show cause for retention in the military service solely because of conduct that was the subject of the previous proceedings, unless the findings and recommendations of the Board of Inquiry that considered the case are determined to have been the result of fraud or collusion.

d. Acquittal or not-guilty findings in military or criminal proceedings, conviction or punishment by civilian or military court, and military Nonjudicial Punishment under Article 15, Uniform Code of Military Justice, do not constitute a bar to administrative discharge action.

ENCLOSURE 4

COMPOSITION OF BOARDS

1. COMPOSITION. Each board convened in accordance with this Instruction shall be composed of at least three commissioned officers having the qualifications prescribed by paragraph 2 of this enclosure. When the respondent is a Reserve Component Officer, one or more of the voting members will be a Reserve Component officer, preferably of the same component. This requirement cannot be waived by the respondent. The senior member shall be the President of the Board. A nonvoting legal advisor may also be appointed to assist the Board of Inquiry.

2. OFFICERS ELIGIBLE TO SERVE ON BOARDS

a. Each commissioned officer who serves on a board must be an officer on the ADL or on the RASL of the same Military Service as the respondent. An RASL officer is prohibited from being a board member for an ADL respondent.

b. A commissioned officer may not serve on a board unless he or she is serving on active duty or in an active status in a grade above major or lieutenant commander, and is senior in grade and rank to any respondent being considered by the board. At least one member of the board shall be in a grade above lieutenant colonel or commander.

c. If qualified commissioned officers from the ADL or from the RASL are not available in sufficient numbers to comprise a board, the Secretary of the Military Department concerned shall complete the membership of the board by appointing retired Regular or Reserve (for consideration of Reserve Component members) commissioned officers of the same Military Service. The retired grade of such officers must be above major or lieutenant commander, or, in the case of an officer to be senior officer of the board, above lieutenant colonel or commander; and must be senior to the grade held by any respondent being considered by the board.

d. A retired general or flag officer, who is on active duty solely for the purpose of serving on a board, while so serving shall not be counted against any limitations on the number of general and flag officers who may be on active duty.

e. No person shall be a member of more than one board convened under this Instruction to consider the same respondent.

ENCLOSURE 5

BOARD OF INQUIRY PROCEDURES

1. CHALLENGES. Under regulations prescribed by the Secretary of the Military Department concerned, board members are subject to challenge for cause only. If the membership of the board is reduced to less than three officers, the Board of Inquiry convening authority, as prescribed by the Secretary of the Military Department concerned, shall appoint additional members.

2. LEGAL ADVISOR. The legal advisor, if appointed, shall perform such functions as the Secretary of the Military Department concerned may prescribe except that the legal advisor has no authority to dismiss any allegation against the respondent or to terminate the proceedings.

3. RECORDER. The Government may be represented before the board by a recorder whose duties shall be prescribed by the Secretary of the Military Department concerned.

4. RIGHTS OF A RESPONDENT REQUIRED TO SHOW CAUSE FOR RETENTION BEFORE A BOARD OF INQUIRY

a. When a case is referred to a Board of Inquiry, the respondent shall be notified in writing, at least 30 days before the hearing, of the reasons for which he or she shall be required to show cause for retention in the military service and of the least favorable characterization of discharge for which the officer may be recommended. Notification shall be by personal service with receipt acknowledged in writing by the respondent (or duly witnessed by a third party, if the respondent refuses to acknowledge receipt) or registered mail or certified mail, return receipt requested (or by an equivalent form of notice if such service by U.S. Mail is not available for delivery at an address outside the United States) to the member's last known address or to the next of kin under regulations prescribed by the Military Department concerned.

b. The respondent shall be allowed a reasonable period of time, as determined by the Board of Inquiry, to prepare his or her showing of cause for retention in the military service.

c. The respondent may appear in person at all proceedings of the Board of Inquiry. Failure to respond to the notification letter may be construed as the respondent voluntarily electing not to appear before the Board.

d. The respondent may be represented either by military counsel appointed by the convening authority or by military counsel of the respondent's own choice (if the counsel of choice is determined to be reasonably available under regulations prescribed by the Secretary of the Military Department concerned), but not by both. The respondent may employ civilian counsel

at no expense to the Government, in which case military counsel need not be assigned, if so provided by regulations of the Secretary of the Military Department concerned.

e. The respondent shall be allowed full access to, and be furnished copies of, records relevant to the case. However, the Board of Inquiry shall withhold any records that the Secretary of the Military Department concerned determines should be withheld in the interest of national security. When any records are withheld, the respondent shall be furnished, to the extent practicable, a summary of the records so withheld.

f. The respondent may request the appearance before the board of any witness whose testimony is considered pertinent to his or her case. A determination on the availability of the witness or whether the witness shall be required to appear, and the materiality of the witness, shall be made under regulations of the Secretary of the Military Department concerned. Witnesses not on active duty must appear voluntarily and at no expense to the Government, except as otherwise authorized by the Secretary of the Military Department concerned.

g. Subject to regulations prescribed by the Secretary of the Military Department concerned, the respondent may submit, at any time before the board convenes or during the proceedings, documents from his or her record of service, letters, answers, depositions, sworn or unsworn statements, affidavits, certificates, or stipulations. Those documents may include depositions of witnesses not deemed to be reasonably available or of witnesses unwilling to appear voluntarily.

h. The respondent may testify in his or her behalf subject to section 831 of Reference (d).

i. The respondent and his or her counsel may question any witness who appears before the board.

j. The respondent or counsel for the respondent may present oral and/or written argument on the matter to the board.

k. The respondent may request a continuance, under regulations prescribed by the Secretary of the Military Department concerned, when necessary for the preparation of his or her case before the board.

5. BOARD DETERMINATION. The Board of Inquiry shall decide retention or separation on the evidence received or developed during open hearings. Voting shall be conducted in closed session with only voting members of the board in attendance. All findings and recommendations shall be determined by a majority vote.

6. REPORT OF PROCEEDINGS. The record of proceedings shall be kept in summarized form unless a verbatim record is required by the SCA or the Secretary of the Military Department concerned. In all cases, the findings and recommendations of the Board of Inquiry shall be stated in clear and concise language and shall be signed by all Board members concurring.

Those Board members not concurring in the findings and/or recommendations may file a statement of non-concurrence, and the reasons therefore, for inclusion in the record. The respondent shall be provided a copy of the report of the proceedings, the findings and recommendation of the board, and shall be provided an opportunity to submit written comments for consideration by the SCA. When the Board of Inquiry determines that retention in the military service is warranted, and the case is closed, a summarized report of the proceedings may be prepared under regulations prescribed by the Secretary of the Military Department concerned.

ENCLOSURE 6

PROCEDURES FOR CERTAIN PROBATIONARY COMMISSIONED OFFICERS

1. INITIATION OF ACTION

a. In cases in which the SCA determines that an honorable or general characterization is appropriate, the SCA may initiate separation action without a Board of Inquiry (subject to such regulation prescribed by the Secretary of the Military Department concerned) for any of the reasons stated in Enclosure 2 of this Instruction, or for such other reasons as the Secretary of the Military Department concerned may prescribe by regulation. In such cases, the respondent shall be advised in writing of the following:

(1) The reason action was initiated and the character of discharge (honorable or general) recommended.

(2) That he or she may tender a resignation.

(3) That he or she may submit or decline to submit a rebuttal statement, and/or other matters for the SCA to consider instead of a resignation.

(4) That he or she may confer with appointed or retained counsel. The officer shall be permitted a reasonable period of time to prepare his or her response.

b. In cases where the SCA deems that an Other Than Honorable Discharge may be appropriate, or in other cases deemed appropriate, the SCA shall refer the case directly to a Board of Inquiry.

2. PROCESSING

a. In cases in which the SCA recommends an honorable or general characterization of service, the recommendation for separation, supporting documentation, respondent's rebuttal statement (if submitted), and any resignation (if tendered) shall be forwarded to the Secretary of the Military Department concerned. The Secretary of the Military Department concerned shall take one of the following courses of action:

(1) Accept the resignation (if tendered).

(2) Deny the resignation (if tendered) and discharge the respondent with an honorable or general characterization of service.

(3) Deny the resignation (if tendered) and refer the case to a Board of Inquiry, if the Secretary of the Military Department concerned deems that an Other Than Honorable Discharge may be appropriate, or that such referral is otherwise appropriate.

(4) Retain the Respondent.

b. Cases referred to a Board of Inquiry by the SCA or the Secretary of the Military Department concerned shall be processed in accordance with paragraphs 3, 4, and 5 of Enclosure 3.

c. In all cases, the action of the Secretary of the Military Department concerned is final.

ENCLOSURE 7

CHARACTER OF DISCHARGE

1. DISCHARGE FOR SUBSTANDARD PERFORMANCE OF DUTY. A discharge shall be characterized as “Honorable” or “General (Under Honorable Conditions)” when substandard performance of duty is the sole basis for the discharge.

2. DISCHARGE FOR MISCONDUCT, MORAL OR PROFESSIONAL DERELICTION, ~~HOMOSEXUAL CONDUCT~~, OR IN THE INTERESTS OF NATIONAL SECURITY. A discharge shall be characterized as “Honorable,” “General (Under Honorable Conditions),” or “Under Other Than Honorable Conditions.”

a. Consideration. The character of a discharge shall be predicated on the commissioned officer’s behavior and performance of duty while a member of a Military Service. Characterization normally shall be based on a pattern of behavior and duty performance rather than an isolated incident. There are circumstances in which conduct reflected by a single incident may provide the basis for characterization.

b. Exceptions:

(1) A discharge shall be characterized as “Honorable” when the grounds for discharge are based solely on pre-Service activities, other than intentional misrepresentation, or omission of facts, in obtaining an appointment or in official statements or records.

~~(2) A discharge shall be characterized as “Honorable” or “Under Honorable Conditions” when the sole basis for separation is homosexual conduct unless aggravated acts are included in the findings. A separation “Under Other Than Honorable Conditions” may be issued if there is a finding that the officer attempted, solicited, or committed a homosexual act, as follows:~~

~~(a) By using force, coercion, or intimidation.~~

~~(b) With a person under 16 years of age.~~

~~(c) With a person in a subordinate position.~~

~~(d) Openly in public view.~~

~~(e) For compensation.~~

~~(f) Aboard a military vessel or aircraft.~~

~~(g) In a location subject to military control under aggravating circumstances, noted in the finding, that had an adverse impact on discipline, good order, or morale comparable to the impact of such activity aboard a vessel or aircraft.~~

ENCLOSURE 8

GUIDELINES FOR FACT-FINDING INQUIRIES INTO HOMOSEXUAL  
CONDUCT

1. RESPONSIBILITY

~~a. Only a commander senior to the member in the member's chain of command, in the grade of O-7 or higher, is authorized to initiate fact-finding inquiries involving homosexual conduct. A commander may initiate a fact-finding inquiry only when he or she has received credible information that there is basis for discharge. Commanders are responsible for ensuring that inquiries are conducted properly and that no abuse of authority occurs.~~

~~b. A fact-finding inquiry may be conducted by the commander personally or by a person he or she appoints, but the appointee must be senior to the member and in the grade of O-5 or higher, or civilian equivalent. The inquiry may consist of an examination of the information reported or a more extensive investigation, as necessary.~~

~~c. The inquiry should gather all credible information that directly relates to the grounds for possible separation. Inquiries shall be limited to the factual circumstances directly relevant to the specific allegations.~~

~~d. If a commander has credible evidence of possible criminal conduct, he or she shall follow the procedures in the Manual for Courts-Martial (Reference (h)) and implementing regulations issued by the Secretary of the Military Department concerned.~~

~~e. The guidelines in this enclosure do not apply to activities of Defense Criminal Investigative Organizations and other DoD law enforcement organizations, which are governed by DoD Instruction 5505.8 (Reference (i)).~~

2. BASIS FOR CONDUCTING INQUIRIES

~~a. A commander will initiate an inquiry only if he or she has credible information that there is a basis for discharge. Credible information exists when the information, considering its source and the surrounding circumstances, supports a reasonable belief that there is a basis for discharge. It requires a determination based on articulable facts, not just a belief or suspicion.~~

~~b. A basis for discharge exists if, as follows:~~

~~(1) The member has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts;~~

~~(2) The member has made a statement that he or she is a homosexual or bisexual, or words to that effect; or~~

~~(3) The member has married or attempted to marry a person known to be of the same biological sex.~~

~~c. Credible information does not exist, for example, when as follows:~~

~~(1) The individual is suspected of engaging in homosexual conduct, but there is no credible information, as described, to support that suspicion; or~~

~~(2) The only information is the opinions of others that a member is a homosexual; or~~

~~(3) The inquiry would be based on rumor, suspicion, or capricious claims concerning a member's sexual orientation; or~~

~~(4) The only information known is an associational activity such as going to a gay bar, possessing or reading homosexual publications, associating with known homosexuals, or marching in a gay rights rally in civilian clothes. Such activity, in and of itself, does not provide evidence of homosexual conduct; or~~

~~(5) The information does not come from a reliable person.~~

~~d. Credible information exists, for example, when as follows:~~

~~——(1) A member states to a person of senior grade and authority within his or her chain of command that he or she is a homosexual or bisexual, or words to the effect; or~~

~~(2) A reliable person states, under oath that he or she observed a Service member engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts; or~~

~~(3) A reliable person states, under oath that he or she was told by a member that he or she is a homosexual or bisexual, or words to that effect; or,~~

~~——(4) A reliable person states, under oath, that a Service member has married or attempted to marry a person known to be of the same biological sex.~~

~~——e. A “reliable person” is someone who would be expected, under the circumstances, to provide accurate information. Examples of a person who may not be a “reliable person” are:~~

~~(1) A person with a prior history of untruthfulness or unreliability;~~

~~(2) A person with a motive to seek revenge against or to cause personal or professional harm to the Service member specifically, or to cause personal or professional harm to persons suspected of being homosexual generally; or~~

~~(3) A person with a prior history of conflict with the Service member.~~

~~f. The following information shall not be considered evidence of or be used for purposes of fact-finding inquiries or separation proceedings regarding homosexual conduct, unless the Service member consents in writing that the information may be used:~~

~~——(1) Information considered privileged pursuant to Rule 502 (“Lawyer-client privilege”), Rule 503 (“Communications to Clergy”), or Rule 513 (“Psychotherapist-patient privilege”) of the Military Rules of Evidence;~~

~~——(2) Information provided by a Service member to a medical professional in furtherance of medical treatment, or to a public health official in the course of a public health inquiry;~~

~~——(3) Information provided by a Service member in the course of seeking professional assistance for domestic or physical abuse sustained by the Service member or by a member of his or her household;~~

~~——(4) Information about a Service member’s sexual orientation or conduct obtained in the course of a personnel security investigation, in accordance with and to the extent protected by DoD 5200.2 R (“Department of Defense Personnel Security Program”).~~

### 3. PROCEDURES

~~a. Informal fact-finding inquiries and administrative separation procedures are the preferred method of addressing homosexual conduct. This does not prevent disciplinary action or trial by courts-martial, when appropriate.~~

~~b. Commanders shall exercise sound discretion regarding when credible information exists. They shall examine the information, the source of the information, and the circumstances under which the information was obtained and decide whether an inquiry is warranted or whether no action should be taken.~~

~~c. Commanders or appointed inquiry officials shall not ask, and members shall not be required to reveal, whether a member is a heterosexual, a homosexual, or a bisexual. However, upon receipt of credible information of homosexual conduct (as described in paragraph 2 of this enclosure), commanders or appointed inquiry officials may ask members if they engaged in such conduct. But the member shall first be advised of the DoD policy on homosexual conduct (and rights under section 831 of Reference (d), if applicable). Should the member choose not to discuss the matter further, the commander should consider other available information. No negative inference may be drawn from a Service member’s decision not to discuss the matter.~~

~~d. At any given point in the inquiry, the commander or appointed inquiry official must be able to clearly and specifically explain which grounds for separation he or she is attempting to verify and how the information being collected relates to those specific separation grounds.~~

~~4. LEGAL EFFECT. The procedures in this enclosure create no substantive or procedural rights.~~

## GLOSSARY

active commissioned service. Service on active duty or full-time National Guard duty as a commissioned officer in a grade above warrant officer.

active duty. Defined in Joint Publication 1-02 (Reference (j/h)).

ADL. A single list for the Army, the Navy, the Air Force, and the Marine Corps required to be maintained by each Service under section 620 of Reference (d) that contains the names of all officers of that Military Service other than officers described in section 641 of Reference (d) who are serving on active duty.

active status. Defined in Reference (j/h).

~~bisexual. A person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual and heterosexual acts.~~

commander. A commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area that under pertinent official directives is recognized as a “command.”

commissioned officer. An officer in any of the Military Services who holds a grade and office under a commission signed by the President, and who is appointed as a Regular or Reserve officer. The term “commissioned officer” does not include a commissioned warrant officer or a retired commissioned officer.

convening authority. The Secretary of the Military Department concerned who may delegate that responsibility, as appropriate.

counsel. A lawyer qualified under section 827(b) of Reference (d) or a civilian lawyer retained at the commissioned officer’s expense.

### discharge characterizations

honorable. When the quality of the Service member’s service generally has met the standards of acceptable conduct and performance of duty for military personnel, or is otherwise so meritorious that any other characterization would be clearly inappropriate.

general (under honorable conditions). When a Service member’s service has been honest and faithful, it is appropriate to characterize that service under honorable conditions. Characterization of service as general (under honorable conditions) is warranted when the negative aspects of the Service member’s conduct or performance of duty outweigh positive aspects of the Service member’s conduct or performance of duty and the positive aspects of the Service member’s conduct and performance as documented in their service record.

under other than honorable conditions. When separation is based upon a pattern of behavior that constitutes a significant departure from the conduct expected of Service members of the Military Services. Or, when separation is based upon one or more acts or omissions that constitute a significant departure from the conduct expected of Service members of the Military Services. Examples of factors that may be considered include the use of force or violence to produce serious bodily injury or death; abuse of a special position of trust; disregard by a superior of customary superior-subordinate relationships; acts or omissions that endanger the security of the United States or the health and welfare of other Service members of the Military Services; and deliberate acts or omissions that seriously endanger the health and safety of other persons.

~~homosexual. A person, regardless of sex, who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.~~

~~homosexual act. Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in such an act.~~

~~homosexual conduct. Engaging in, attempting to engage in, or soliciting another to engage in a homosexual act or acts; a statement by the Service member that he or she is a homosexual or bisexual, or words to that effect; or marriage or attempted marriage to a person known to be of the same biological sex.~~

~~homosexual marriage or attempted marriage. When a member has married or attempted to marry a person known to be of the same biological sex.~~

legal advisor. A judge advocate qualified under 827(b) of Reference (d) and appointed to assist a Board of Inquiry.

non-probationary commissioned officer. A commissioned officer other than a probationary commissioned officer.

probationary commissioned officer. A commissioned officer on the ADL with fewer than 6 years of active commissioned service; or a Reserve commissioned officer with fewer than 6 years of commissioned service.

~~propensity to engage in homosexual acts. A likelihood that a person engages in or will engage in homosexual acts, which is more than an abstract preference or desire to engage in homosexual acts.~~

RASL. A single list for the respective Army, the Navy, the Air Force, or the Marine Corps, required to be maintained under section 14002 of Reference (d), which contains the names of all officers of that Armed Force, except warrant officers (including commissioned warrant officers)

who are in an active status in a Reserve Component of the Army, the Navy, the Air Force, or the Marine Corps, and are not on an ADL.

release from active duty. Release from full-time duty in the active military service of the United States.

respondent. A commissioned officer required to show cause for retention on active duty.

separation. A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, transfer to the Individual Ready Reserve, and similar changes in Active or Reserve status.

~~sexual orientation. An abstract sexual preference for persons of a particular sex, as distinct from a propensity or intent to engage in sexual acts.~~

show cause. What the respondent must do by a preponderance of the evidence to justify his or her retention in the service after the government has made a prima facie showing that one or more of the reasons for discharge in the letter of notification exist.

SCA. Any of the following, as determined by the Secretary of the Military Department concerned:

The Secretary of the Military Department concerned or officers (not below the grade of Major General or Rear Admiral (upper half)) designated by the Secretaries of the Military Departments concerned to determine, based on a record review, that an officer shall be required to show cause for retention in the military service.

Commanders of reserve personnel centers, commanders exercising general court-martial authority, and all general or flag rank officers in command who have a judge advocate or legal advisor available.

~~statement that a member is a homosexual or bisexual, or words to that effect. Language or behavior that a reasonable person would believe was intended to convey the statement that the member is a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. This may include statements such as "I am a homosexual," "I am gay," "I am a lesbian," "I have a homosexual orientation," and the like.~~