



"  
"  
"  
"

1910

## MEMORANDUM

From:

Respondent

To:

Convening Authority

Subj: EXERCISE OF RIGHTS – INVOLUNTARY SEPARATION

Ref:

- (a) Your memo 1910 dated
- (b) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)
- (c) Military Separations, COMDTINST M1000.4 (series)
- (d) Reserve Policy Manual, COMDTINST M1001.28 (series)

1. Consultation with Counsel regarding reference (a): (*Initial and complete **only one***)

\_\_\_\_\_ I **consulted** with a **military** lawyer named \_\_\_\_\_,  
\_\_\_\_\_ on \_\_\_\_\_, and I understand the rights I am about to exercise.

\_\_\_\_\_ I **consulted** with a **civilian** lawyer named \_\_\_\_\_,  
on \_\_\_\_\_, and I understand the rights I am about to exercise.

\_\_\_\_\_ I **waived my right to consult** with a lawyer (documented in my endorsement to  
reference (a)), and I understand the rights I am about to exercise.

2. Statement: (*Initial and complete **only one***)

\_\_\_\_\_ I **am submitting and have attached** my \_\_\_\_\_ -page written statement to this  
memo.

\_\_\_\_\_ I **waive my right to submit** a written statement.

3. Administrative Board: (*Initial and complete **only one***)

\_\_\_\_\_ I **want to appear** before an administrative board.

\_\_\_\_\_ I have read and understand the notice and warnings in reference (a). I understand my rights as they are established in reference (b), and I **waive unconditionally my right to appear** before an administrative board.

\_\_\_\_\_ I have read and understand the notice and warnings in reference (a). I understand my rights as they are established in reference (b), including Article 2.E.3.d. concerning conditional waivers, and I **waive** my right to appear before an administrative board **on condition** that if I am separated from the Coast Guard, the type of discharge and characterization of service I receive is: [*select **only one***]

\_\_\_\_\_ **General** discharge (characterization of service as under honorable conditions) or more favorable.

\_\_\_\_\_ **Honorable** discharge (characterization of service as honorable).

\_\_\_\_\_ I have 18 or more years of creditable active service, and I am eligible to request retirement in accordance with Article 1.C.11.a.2.(a) of reference (c); or, I have completed 20 or more years of satisfactory federal service, and I am eligible to request retirement in accordance with Article 8.R. of reference (d). I have read and understand the notice and warnings in reference (a). I understand my rights as they are established in reference (b), including Article 2.E.3.d. concerning conditional waivers, and I **waive** my right to appear before an administrative board **on condition** that I am permitted to voluntarily retire. I have attached my retirement request to this memo, and I understand that if my conditional waiver request is disapproved, my retirement request will remain valid for consideration by CG PSC when reviewing the report of the administrative board, unless I sooner rescind the retirement request.

4. Representation: (*Initial **only one***)

\_\_\_\_\_ I **request a military lawyer** be detailed to represent me.

\_\_\_\_\_ I **waive** my right to be represented by a military lawyer because **I will hire a civilian lawyer** at my own expense.

\_\_\_\_\_ I **waive my right to be represented** by military or civilian lawyer.

\_\_\_\_\_ **N/A**, above I waived unconditionally my right to appear before an administrative board. I **understand that I have no right** to further representation by a military lawyer.

5. Board Membership: (*Initial **all that apply, if any***)

\_\_\_\_\_ I am a female, and I request that at least one member of the administrative board be female, if available.\*

\_\_\_\_\_ I am a member of a minority group, and I request that at least one member of the administrative board belong to a minority group, if available.\*

\_\_\_\_\_ **N/A**, above I waived unconditionally my right to appear before an administrative board.

\* *For Your Information:* The convening authority may appoint any qualified member of the Coast Guard to your board even if you have not requested that a female member or a minority group member be appointed to your board.

#

Encl: (1) Respondent's Written Statement, if applicable  
(2) Voluntary Retirement Request, if applicable