



"  
"  
"  
"  
1910

## MEMORANDUM

From: Administrative Separation Board

Board President

Board Member

Board Member

To: Board Report File

Subj: SUMMARIZED HEARING RECORD

Ref: (a) Convening Order – "\*\*\*\*\*" memo 1910 of  
(b) Hearing Scheduling Notice – "\*\*\*\*\*" memo 1910 of  
(c) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)

1. Date/Time/Location:

a. Pursuant to references (a) and (b), the hearing for this administrative board in the case of  
"\*\*\*\*\*" was convened on the following date:

\_\_\_\_\_.

b. The hearing was called to order at the following time: \_\_\_\_\_

c. The hearing was conducted at the following location and in accordance with the  
procedures prescribed in reference (c):

\_\_\_\_\_.

2. Persons Present: (*select all that apply*)

\_\_\_\_\_ **All persons** named in the convening order **were** present throughout the hearing.

\_\_\_\_\_ The **following person(s)** named in the convening order **were not** present: [list names and rank/rate of person(s) not present] \*

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

\_\_\_\_\_ It appeared that the **following person(s)** listed as a board member(s) in the convening order **would be absent** for more than a short period of time and/or his/her absence(s) would reduce the board to less than a majority of the total membership:

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

The **following person(s) were appointed** by the convening authority **to substitute** for the person(s) listed above:

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

Name, Rank/Rate: \_\_\_\_\_

\* Use an Administrative Board Supplemental Page (Appendix 2-3 of reference (c)) or an original document containing the same information as shown in Appendix 2-3 to explain the absence of, or substitutions for, persons named in the convening order, and attach it to this summarized record as an exhibit. If a member of the board is temporarily absent and then returns, he or she shall examine the record of the proceedings conducted in his or her absence, which shall be noted in the record on an Administrative Board Supplemental Page or similar document.

3. Notice of Respondent's Rights: The respondent was advised of his/her rights as an administrative board respondent in accordance with reference (c) at the beginning of the hearing. (*select one*)

\_\_\_\_\_ The respondent stated that he/she **understood** his/her rights.

\_\_\_\_\_ The respondent **asked questions about** his/her rights. The hearing proceeded after the respondent acknowledged that he/she understood his/her rights.

4. Respondent's Counsel: (*select one*)

\_\_\_\_\_ The respondent **was** represented by the following lawyer:

Name / Rank: \_\_\_\_\_

Unit / Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_ The respondent **was not** represented; he/she declined and waived his/her right to be represented by a military or civilian lawyer.

(*select one*)

\_\_\_\_\_ Respondent's lawyer **was** qualified under Article 27(b) of the UCMJ.

\_\_\_\_\_ Respondent's lawyer **was not** qualified under Article 27(b) of the UCMJ.\*

\_\_\_\_\_ **N/A**, the respondent was not represented by a lawyer.

\* A military lawyer provided at the Coast Guard's expense shall be qualified under Article 27(b). Use an Administrative Board Supplemental Page or similar document to explain why counsel is not qualified under Article 27(b), and attach it to this summarized record as an exhibit.

5. Voir Dire by the Respondent: (*select one*)

\_\_\_\_\_ The **respondent did not** exercise his/her right to ask voir dire questions of the voting members of the board.

\_\_\_\_\_ The **respondent did** exercise his/her right to ask voir dire questions of the voting members of the board.

(*select one*)

\_\_\_\_\_ The respondent **did not** challenge a voting member of the board.

\_\_\_\_\_ The respondent **did** challenge the following voting member(s) of the board:\*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\* Attach the respondent's written explanation of his/her objection to a voting board member to this summarized record as an exhibit.

6. Voir Dire by the Recorder: *(select one)*

\_\_\_\_\_ The **recorder did not** exercise his/her right to ask voir dire questions of the voting members of the board.

\_\_\_\_\_ The **recorder did** exercise his/her right to ask voir dire questions of the voting members of the board.

*(select one)*

\_\_\_\_\_ The recorder **did not** challenge a voting member of the board.

\_\_\_\_\_ The recorder **did** challenge the following voting member(s) of the board: \*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\* Attach the recorder's written explanation of his/her objection to a voting board member to this summarized record as an exhibit.

7. Voir Dire Outcome: *(select all that apply)*

\_\_\_\_\_ **N/A**, no voting members of the board were challenged.

\_\_\_\_\_ The convening authority **did not** excuse and/or substitute for a challenged voting member(s) of the board.\*

\_\_\_\_\_ The convening authority **did** excuse and substitute for the following voting member(s) of the board.

[excused voting member(s)]

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

[substituted voting member(s)]

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\* Attach the convening authority's written explanation for denying a request to excuse and substitute a voting board member to this summarized record as an exhibit.

8. Exhibits:

List all exhibits by number. Briefly describe each exhibit. Note any objections and rulings by the board.

<b>ADMINISTRATIVE BOARD SUMMARIZED HEARING RECORD – EXHIBITS</b>				
a. The exhibits listed in column (a) were submitted to the board for consideration. b. The exhibits were presented as indicated in column (b). c. Objections to exhibits are indicated in columns (c) and (d).				
#	a. Exhibit [identify exhibit]	b. Presented By	c. Objection By	d. Considered
1.	<b>Notice of Intent to Initiate Administrative Action and Respondent’s Election of Counsel dated:</b> _____.	Board President		
2.	<b>Respondent’s Exercise of Rights dated:</b> _____.	Board President		
3.	<b>Convening Order dated:</b> _____.	Board President		
4.	<b>Hearing Scheduling Notice dated:</b> _____.	Board President		
5.				
6.				
7.				
8.				
9.				
10.				
11.				

#	a. Exhibit [identify exhibit]	b. Presented By	c. Objection By	d. Considered
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				

\_\_\_\_\_ List of exhibits continued on Administrative Board Supplemental Page or similar document(s).

9. Witnesses: The testimony of the following witnesses was offered for consideration by the board:

<b>ADMINISTRATIVE BOARD SUMMARIZED HEARING RECORD – WITNESSES</b>				
<p>a. The witnesses listed in column (a) were called to testify.</p> <p>b. The witnesses were presented as indicated in column (b).</p> <p>c. Objections to witnesses are indicated in columns (c) and (d).</p> <p>d. Each called witness who testified was properly sworn.</p> <p>e. Summarized, certified witness statements have been attached to this record as exhibits as indicated in column (e).</p>				
<b>a. Witness</b>	<b>b. Presented By</b>	<b>c. Objection By</b>	<b>d. Allowed to Testify</b>	<b>e. Exhibit #</b>
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				
NAME (Last) (Initials)				

\_\_\_\_\_ List of witnesses continued on Administrative Board Supplemental Page or similar document(s).

10. Respondent's Statement: *(select as applicable)*

\_\_\_\_\_ The respondent **did** make an unsworn oral statement to the board.

\_\_\_\_\_ The respondent **did** submit a written version of his/her unsworn statement, which has been attached to this summarized record as exhibit # \_\_\_\_\_.

\_\_\_\_\_ The respondent **did not** submit any statement(s) to the board.

11. Certification of Completeness: By signing this record, the board members certify that all exhibits, including witness statements (if any), and Administrative Board Supplemental Pages (or similar documents, if any), have been listed above and are attached to this summarized record. The board members have ensured, including through consultation with the respondent, or respondent's counsel, that this record and the exhibit package are complete.

12. Closing of the Hearing: The hearing was closed on the following date and at the following time: \_\_\_\_\_, after which the board began its deliberations.

#