



1910/1450

MEMORANDUM

From:

Respondent

To:

Convening Authority

Subj: EXERCISE OF RIGHTS – REDUCTION FOR INCOMPETENCY

Ref: (a) Your memo 1910/1450 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 **waive unconditionally my right to appear** before an administrative board.

_____ 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 either a 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 requested that a female member or a minority group member be appointed to your board.

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