



1910/1450

## MEMORANDUM

From:

Board President

To:

Respondent

Subj: RIGHT TO REVIEW ADMINISTRATIVE BOARD REPORT

Ref: (a) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)

1. In accordance with Article 7.C. of reference (a), I am providing you with a copy of the report of your Incompetency Reduction Board. Enclosure (1) is the report, which includes the summarized record of the hearing that was conducted on \_\_\_\_\_.

2. Deadline to Review/Comment: You may take up to **seven calendar days** to review and comment on the report. As the board president, I may grant additional review and comment time for good cause; such a request should be made in a timely manner.

a. Purpose: You may use the review and comment period for any of these purposes:

- (1) Preserve Objections: To submit written comments to preserve objections that you made before or during the proceedings.
- (2) Submit Rebuttal Comments: To submit written rebuttal comments refuting the findings of fact, opinions, and/or recommendations of the board.
- (3) Submit a Statement of No Objection: To submit a written statement of no objection indicating that you have no intent to preserve objections or rebut the Board's findings of fact, opinions, and/or recommendations.
  - Pursuant to Article 7.C.4.c.(1) of reference (a), you are required to submit a statement of no objection in writing if you do not wish to object or rebut.
  - Your statement of no objection will be attached to the record as a post-hearing exhibit.

- (4) Submit Transcript< To submit a complete, verbatim, and unedited transcript of the board proceedings, if applicable.

b. *Warning (Missing the Deadline/Waiving Rights): If you fail to submit objections, rebuttal comments, and/or a statement of no objection within your review and comment time period, your failure will be considered to be a waiver of your rights to object or comment on the board results. Accordingly, I will then:*

- (1) Document your failure to meet your deadline, and
- (2) Proceed as if you submitted a statement of no objection.

c. Material Submitted After the Deadline: Any objections, rebuttal comments, or statement of no objection will be forwarded to the convening authority with the board report. However, in accordance with Article 7.C.6. of reference (a), material you submit after the review time period deadline shall not be appended to the record. Therefore, I encourage you to comply with the submission deadline.

3. Privacy Act:

**Authority:** 5 U.S.C. 301; 10 U.S.C. 1169; 44 U.S.C. 3101; 49 C.F.R. 1.45(a)(1); Art 1.B., COMDTINST M1000.4 (series).

**Purpose:** The information that will be solicited during the board’s proceedings is intended principally to enable the Coast Guard to determine the desirability of retaining you in the Coast Guard, at your current rate if applicable, and the characterization of your service. In the course of the investigation, information also may be solicited that could give rise to a determination concerning disciplinary or punitive action.

**Routine Uses:** The information will be maintained as part of the Enlisted Personnel Record System, DHS/USCG-014-Military Pay and Personnel, which is maintained for use in formulating all Coast Guard personnel actions including, but not limited to, assignment, promotion, reenlistment, retirement, discharge, determination of entitlement to pay allowances, correction of records, and disciplinary actions. In this case, the use will be to determine your eligibility to remain in the Coast Guard, at your current rate if applicable. Data is also provided to the Department of Veterans Affairs for determination of an individual’s eligibility for benefits administered by that agency and to medical facilities maintained by the Department of Health and Human Services in conjunction with medical treatment afforded an individual. These are not the only possible uses listed under DHS/USCG-014 but they are the most common.

**Disclosure is Voluntary:** You are advised that the final determination will be based on all the evidence in the investigative record, which includes evidence you provide. Your election not to provide information could possibly prevent the investigation from obtaining evidence that may be needed to support a determination in your favor, and thus result in a determination adverse to you.

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Encl: (1) Board Report – CPO Incompetency Reduction Board memo 1910/1450 of