

CHECKLIST FOR REENLISTMENT BOARD PACKAGES

| Reference: Enlisted Personnel Administrative Boards (EPAB) Manual, PSCINST M1910.1 (series) | |
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| CHECK BLOCK <input checked="" type="checkbox"/> | <p style="text-align: center;">This checklist provides a listing of documents required for Reenlistment packages & the routing process. Please refer to the EPAB manual for more detailed information.</p> |
| | <p>1. COMPLETION OF DOCUMENTS: (Templates can be found at https://www.dcms.uscg.mil/PSD/fs/RB-Forms/) The following documents are required to be completed (a) Notice to Member, (b) Exercise of rights by the member, (c) Convening Order *note below*, & (d) Hearing Scheduling Notice. Note: Members need to have 12 months of service remaining on enlistment as of the date the Convening Order is signed. Contact EPM-1 or RPM-1 if member has less than 12 months remaining on enlistment for process to extend enlistment for the Board. <i>Prior to initiating a Reenlistment Board, please consult with PSC (EPM-1/RPM-1) to ensure all documents for <u>not</u> recommending reenlistment have been completed.</i></p> |
| | <p>2. ADMINISTRATIVE SEPARATION BOARD MESSAGE (Ref: Chapter 2.F.1): If the member elects a Reenlistment Board, the convening command must send a message to notify their Servicing Legal Office, PSC, COMDT, and first flag officer in the member's chain-of-command that Reenlistment Board proceedings are being initiated.</p> |
| | <p>3. BOARD REPORT WITH ALL BOARD MEMBER SIGNATURES: (Ref: Chapter 7.B.7) Each concurring board member shall sign the board report and summarized heard record. A separate board report shall be prepared if there is a dissenting member of the board – a minority board report shall be signed by the dissenting member. Electronic signature is permitted.</p> |
| | <p>4. RESPONDENT'S REVIEW OF BOARD REPORT: (Ref: Chapter 7.C.2) The Board president shall give the respondent (or respondent's counsel) a paper or electronic copy of the completed report for review and comment. The Board President shall complete the Respondent's Review of Board Report memo.</p> |
| | <p>5. SUBMISSION OF RECORD TO CONVENING AUTHORITY FOR UPLOAD TO CG PORTAL:(Ref: Ch. 8.B.1) The Board President shall deliver the Record of the Proceeding to the convening authority. The unit POC will upload the record of the proceeding to the CG Portal site and will retain the record of the proceeding until final action is taken by PSC-PSD.</p> |
| | <p>6. LEGAL SUFFICIENCY REVIEW (Ref: Chapter 8.B.4): The Staff Judge Advocate for the unit shall review the record of the proceeding to determine if the proceedings are legally sufficient. The legal office shall upload their sufficiency document(s). <i>If there is an issue with the Board's report, legal should contact the unit with those issues.</i></p> |
| | <p>7. CONVENING AUTHORITY REVIEW / ENDORSEMENT (Ref: Chapter 8.B.5): The Convening Authority shall review the report and provide a command endorsement includes at a minimum, a statement of concurrence or disagreement with the findings, opinions, and recommendations of the Board. The endorsement shall be uploaded to the Portal.</p> |
| | <p>8. FIRST FLAG OFFICER REIEW / ENDORSEMENT (Ref: Chapter 8.B.6): The first flag officer in the respondent's chain of command, or his/her designee, shall review the record of the proceedings and endorse the board report. The endorsement includes at a minimum, a statement of concurrence or disagreement with the findings, opinions, and recommendations of the Board. The endorsement shall be uploaded to the Portal.</p> |
| | <p>9. PSC PSD (FS) REVEIW: Upon receipt at PSC PSD (FS), the package will be reviewed for accuracy and send an e-mail to the unit to indicate the receipt of the package. The package will then be forwarded to TJAG (PSC legal team) for a second legal sufficiency review.</p> |
| | <p>10. TJAG REVIEW: When TJAG has determined the case is legally sufficient, the case will be forwarded back to PSC PSD (fs) for final action.</p> |
| | <p>11. PSC-PSD FINAL ACTION: PSC PSD (FS) will submit findings to the Final Reviewing Authority for final adjudication/decision. <i>Note: PSC (EPM-1 / RPM-1) does not become involved with Reenlistment Board cases until PSC PSD has made a final decision on whether to retain or separate a member.</i></p> |
| <p><i>Note: Prior to initiating a Reenlistment Board, please consult with PSC (EPM-1/RPM-1) to ensure all documents for <u>not</u> recommending reenlistment have been completed.</i></p> <p>All Reenlistment Board packages are routed, viewed, and endorsed electronically through CG Portal.</p> <p><i>For questions or assistance regarding Reenlistment Board packages contact: CWO Juan Deliz 202 - 795 - 6648</i></p> | |