



1910

## MEMORANDUM

From:

Respondent

To:

Command

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 1000.4 (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 as applicable)*

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

\_\_\_\_\_ I have less than 12 months remaining on my enlistment/extension. (select one below)

\_\_\_\_\_ I **DO** request a voluntary extension of one year for the purpose of exercising my right to an Administrative Separation Board.

\_\_\_\_\_ I **DO NOT** request a voluntary extension of one year for the purpose of exercising my right to an Administrative Separation 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 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 reference (c), Article 2.Q.4.b and I **waive** my right to appear before an administrative board on condition that I will be discharged, but **retained on probation** for a specified period directed by CG PSC. I agree to waive my rights to future Administrative Separation Board during my probationary period, if I commit a new act of misconduct or unsatisfactory performance during the probationary period and I will be involuntary and administratively separated immediately. If I am **eligible for retirement** under any provisions by law, I will be involuntarily and administratively separated by involuntary retirement

\_\_\_\_\_ I have 18 or more years of creditable active service, and I am eligible to request retirement in accordance with Article 3.J.1.b 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. **Name & contact info:** \_\_\_\_\_.

\_\_\_\_\_ 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 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