



1910

## MEMORANDUM

From:

CG PSC EPM  
Convening Authority

To: Record of the Proceedings

Subj: ASB-3A ADMINISTRATIVE SEPARATION BOARD MEMBER ATTESTATION

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

1. As a voting member of this Administrative Separation Board, you are entrusted with the serious responsibility of making fair, impartial, and legally sound recommendations that may impact a Coast Guard member's career. To ensure that all board proceedings are conducted in strict compliance with applicable policy and due process requirements, you are required to review and sign this Board Member Attestation prior to participating in the hearing.

2. This attestation outlines the key policies, procedures, and expectations that govern your role and conduct throughout the board process. By signing, you affirm your commitment to uphold the integrity of the proceedings and safeguard the rights of all parties involved. Please return the signed attestation to the recorder prior to the start of the hearing.

3. Having been appointed as a member of an Administrative Separation Board convened under the authority of Coast Guard regulations, you hereby acknowledge and attest to the following:

- a. **Familiarity with Governing Policy:** I have read, understand, and will comply with the policies and procedures set forth in the Enlisted personnel Administrative Boards manual (EPAB) and other applicable Coast Guard directives and instructions governing Administrative Separation Boards.
- b. **Scope of Inquiry:** I will limit my consideration to the evidence and matters properly admitted before the board, consistent with the scope authorized by the convening authority. I will not consider matters outside the approved scope without formal modification of the convening order.

- c. **Confidentiality and Integrity**: I will maintain confidentiality of board proceedings. I will refrain from discussing evidence, testimony, or board matters outside of formal board sessions or deliberations.
  - d. **Deliberation Procedures**: I understand that board deliberations are to occur *only after the hearing is formally closed*, in a private session involving only voting board members (and the reporter as scrivener, if applicable). I will not engage in deliberations, evidence discussions, or express opinions on the merits of the case outside the formal deliberative process.
  - e. **Prohibition on Outside Research**: I will not conduct independent research, seek information from external sources (including but not limited to Google searches, social media, public records databases, or consultation with outside individuals), or consider materials not properly admitted into evidence in this case. My evaluation and decision-making will be based exclusively on the evidence and testimony presented during the hearing and admitted into the board record.
  - f. **Impartiality and Open-Mindedness**: I will maintain an impartial and open mind throughout the proceedings. I will not prejudge the Respondent or issues before the board and will base my conclusions and recommendations solely on the evidence and testimony admitted during the hearing and applicable policy and law. In addition, I have read and understand the Respondent's rights regarding testimony. I will not draw any conclusions based on whether the Respondent chooses to testify under oath, provide an unsworn statement, or decline to testify.
  - g. **Duty to Report Irregularities**: If I observe or become aware of procedural deviations or concerns that may affect the fairness or integrity of the board process, I will promptly bring them to the attention of the board president and/or legal advisor.
  - h. **Acknowledgment of Legal Guidance**: I understand that the legal advisor is available to provide advice on applicable law, policy, and procedures. However, the responsibility for deliberation and recommendations rests solely with the voting members of the board.
4. I attest that I understand and agree to comply with the foregoing requirements as a condition of my participation on this board.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#