U.S. Department of Homeland Security

United States Coast Guard

1910

MEMORANDUM

From:
Board President

To:
Respondent

Subj: ADMINISTRATIVE BOARD HEARING SCHEDULING NOTICE

Ref: (a) memo 1910 of
(b) memo 1910 of
(c) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)
(d) Military Separations, COMDTINST M1000.4 (series)

1. I have been appointed by reference (a), the convening order, as the president of a reenlistment board that will consider your performance of duty and/or conduct as explained by the convening authority in reference (b), the memorandum notifying you of the convening authority's intent to initiate administrative action. The details for the board's hearing are as follows:

a. Date: _____.

b. Time: _____.

c. Location: _____.

d. Uniform: The uniform prescribed for you is Service Dress Blue.

e. *Warning: If you knowingly absent yourself from this hearing, the administrative board may proceed without you, but with counsel acting on your behalf.*

2. Purpose: The purpose of the hearing is to permit the board the opportunity to gather evidence both in your favor and adverse to you, so that the board can make recommendations to the discharge authority (Commander, Coast Guard Personnel Service Center (CG PSC)). The board is required to advise CG PSC on whether there is a basis (or more than one basis) to deny you eligibility to reenlist in the Coast Guard, whether you should (or should not) be found ineligible to reenlist in the Coast Guard, and how your service should be characterized if you are denied eligibility to reenlist.

3. Rights: The proceedings will be conducted in accordance with references (c) and (d) as appropriate. Reference (d) includes Service policy on Coast Guard members determined to be ineligible to reenlist. Reference (c) establishes the procedures for your board hearing, and also establishes and explains your rights as the respondent. I encourage you to become thoroughly familiar with those instructions, which are available to you at your unit and on the internet. **Please contact me immediately if you need assistance in getting access to any of the references in this notice**.

4. Voice Your Concerns Promptly: You, or your lawyer if you have chosen to be represented by a military or civilian lawyer, must assert your rights promptly as this administrative board moves forward. If you believe that the board or any person is not properly observing your rights, or is otherwise not acting in accordance with Coast Guard policy, you should notify me or the convening authority immediately so that the situation can be addressed in a timely manner. If you are not satisfied with the response to your concern, you should put your objection in writing and submit it to the board as an exhibit so that the board can consider it and include it as part of the record.

5. Disclosure: You (and your lawyer if applicable) and the recorder are directed to disclose the material and information described by Article 4.H. of reference (c) in the manner and within the deadlines prescribed by that article. Failure to comply by either the recorder or the respondent may delay the hearing and/or preclude the introduction of evidence at the hearing. **Please contact me immediately if you need assistance in getting access to reference (c) or in establishing communication with the recorder.**

6. 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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