**UNITED STATES MARINE CORPS**

LETTER HEAD

 IN REPLY REFER TO:

 1910

 SJA/ADLAW

From: Commander Officer, (Squadron), 2d Marine Aircraft Wing

To: Major XXXXXX, President, Administrative Discharge Board

Subj: APPOINTMENT OF ADMINISTRATIVE SEPARATION BOARD IN THE

 CASE OF LCPL MOTO M. MARINE XXX XX 0000/0000 (SSN/MOS)

 USMC

Ref: (a) MCO 1900.16F w/ Ch 2 (MARCORSEPMAN)

1. In accordance with paragraph 6314 of the reference, an Administrative Separation Board is convened effective this date to hear the subject case. The officers and staff noncommissioned officer listed below are appointed as Board Members:

**MEMBERS**

MAJOR NAME, XXX XX 0000/0000, USMC, president;

CAPT NAME, XXX XX 0000/0000, USMC, member; and

MSGT NAME, XXX XX 0000/0000, USMC, member;

**ALTERNATE MEMBERS**

MAJOR NAME, XXX XX 0000/0000, USMC, (UNIT);

CAPT NAME, XXX XX 0000/0000, USMC, (UNIT); and

MSGT NAME, XXX XX 0000/0000, USMC, (UNIT).

2. The alternate members will not sit as Board Members except when necessary to replace any Member that has been properly excused. The primary duty of an alternate Member is to be reasonably available when the Board is in session.

3. Your attention is directed to the provisions of Section 3 of Chapter 6 of the reference for guidance and compliance. Attendance at the proceedings of the Board is the primary duty for each Member. All absences must be approved by the Convening Authority.

4. Members are directed not to communicate with anyone in regard to the Administrative Separations Board, with the exception of the Board Members, Recorder, Counsel for the Respondent, or Staff Judge Advocate.

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5. All Board Members are directed to follow the provisions under chapter 6 of the reference, specifically paragraphs 6314 through 6320, to conduct the Board. The Board Members shall provide an independent, impartial decision as to the basis or bases of separation, whether separation is warranted, and characterization of service if separation is recommended. The recommendations provided in the Notification and Acknowledgement of Rights shall be considered only to demonstrate whether the Respondent has been fully and properly notified as required by paragraph 6303.3 of the reference and not as any command expectation or desire regarding the outcome of the case.

6. The Board will convene at Building AS-216, Joint Law Center, Marine Corps Air Station New River. The President will set a date and coordinate with the Recorder and Counsel for the Respondent and inform the other Board Members of the time and date of the Board. The President shall set a date that is within 30 calendar days from the date of the appointment letter. The President may grant reasonable continuances for good cause shown. However, any request for continuance which would delay the Board beyond a total of 60 calendar days from the date of the appointment letter must be approved by the Convening Authority. The President will consult with the designated Legal Advisor prior to acting on any continuances or requests. The Legal Advisor will be assigned by the Director, Joint Law Center, MCAS New River.

7. The President of the Board shall authenticate the Record of Proceedings within 48 hours of receipt, and return the authenticated record to the Convening Authority.

 CONVENING AUTHORITY

Copy to:

Each member