**UNITED STATES MARINE CORPS**

UNIT ADDRESS, LINE 1

2D MARINE AIRCRAFT WING

UNIT ADDRESS, LINE 3

 IN REPLY/REFER TO:

 1910

 **Office Code**

 **Date**

From: Commanding Officer, **Unit**

To: Commanding General, 2d Marine Aircraft Wing

Via: Commanding Officer, **Unit**

Subj: RECOMMENDATION FOR ADMINISTRATIVE SEPARATION IN THE CASE OF **RANK FIRST NAME MI. LAST NAME XXX XX 6789/1234** USMC

Ref: (a) MCO P1900.16F (MARCORSEPMAN)

Encl: (1) CO**, Unit** ltr **1910 Office Code** of **Date (notification w/ enclosures 1, BCNR and 2, Acknowledgement)**

 (2) Copy of Respondent’s SRB/BIR/BTR/ROS/AWDS**/119/WC**

 (3) Applicable documents for Basis \*See checklists

 (4) PTSD Checklist (if applicable)

 (5) SACO documentation (if applicable)

1. It is recommended that the Respondent is separated with an under other than honorable discharge, by reasons of misconduct due to a pattern of misconduct and drug abuse, per the provisions of paragraphs 6210.3 and 6210.5 of reference (a). In making this recommendation, I have considered enclosures (1) through (5), and they are forwarded for your consideration.

2. The Basis for this recommendation is the Respondent’s numerous violations of the UCMJ, specifically; Article 86 and 91, in that SNM was absence to his appointed place of duty, disrespectful in language to a noncommissioned officer, and drunk on duty which he received nonjudicial punishment on \_\_\_\_\_. SNM also received nonjudicial punishment on \_\_\_\_\_\_ for violation Article 86 and 107 for unauthorized absence and false official statement. Additionally, SNM tested positive for THC, marijuana, as evidence by the Naval Drug Lab Message \_\_\_\_\_\_\_ dated \_\_\_\_\_\_ and subsequently received nonjudicial punishment on \_\_\_\_\_\_ for the offense.

3. The Respondent has completed his final physical and TAMP/TAP course, additionally he does not meet the criteria for counseling for PTSD because he did not deploy during his enlistment.

 Or

3. The Respondent is scheduled to complete his final physical and TAMP/TAP on \_\_\_\_\_\_\_\_\_\_. Additionally, he submitted the PTSD checklist and did/did not meet the requirements for counseling for PTSD, enclosure ( ).

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4. The Respondent was screened for substance abuse on \_\_\_\_\_\_\_ for drug/alcohol use in relation to the drug/alcohol incident(s) and appropriate treatment was provided. Enclosure ( )

5. The Respondent was notified of the proposed processing for administrative separation, was provided written advice concerning the Purpose and Scope of the Navy Discharge Review Board and the Board for Correction of Naval Records. The Respondent acknowledged receipt of these rights in enclosure (1).

6. The respondent did/did not submit a statement. The respondent’s statement is at enclosure ( ).

 C. O. SIGN

**INSTRUCTIONS/GUIDANCE TO DRAFTING THE CO’S LETTER**

1. Letterhead, Routing, and Subject line is standard information that requires minimal editing.

2. References rarely change and additional references may be used for weight control or other separations that identify specific Marine Corps Orders or directives.

3. Enclosures. There are often too many used and should be consolidated to save space (if your fist paragraph is the only paragraph on the first page, you have too many!). Try to consolidate them by using an Index page instead of multiple enclosures (i.e. character statements, SACO information, or weight control documentation). See Appendix (A).

 a. Standardize enclosures (1) through (3):

 (1) Notification of Separation letter already contains TWO enclosures that should NOT be listed as separate enclosures in your correspondence since they are already exist in that document.

 (2) Copy of the SRB. Make a FULL Copy of the SRB, place the Right side on top of the Left side and you’re done! Do not list 6105 counseling entries as separate enclosures as all 6105 entries should already be included in the SRB.

 (3) Copy of the BIR/BTR/ROS/AWD/...and other pages that are applicable, i.e. 119 screen to document NJP or SCM action. Ensure that it is updated and printed out within the last 30 days.

 b. The remaining enclosures will vary depending on the Basis for separation. You should refer to the individual checklists to determine what additional enclosures are required (i.e. Weight Control Failure will require information provided by the S-3; Medical separations require documentation from medical clinics, or doctors; and homosexual conduct separations require a Preliminary Inquiry).

 c. Your last few enclosures should be any other documentation required by applicable orders or regulations (i.e. PTSD checklist and SACO evaluation).

 d. Ensure that the number of pages for each enclosure is listed at the lower right hand side of the page (i.e. Enclosure (6) Page 1 of 5, Page 2 of 5 etc.).

4. Paragraph 1, informs the reader of the type of recommended characterization of service and Basis for separation (paragraph #), references, and plain language of the Basis. Be sure to list the general (i.e. Misconduct) and specific (i.e. pattern of misconduct, commission of serious offense, or drug abuse) basis for separation.

5. Paragraph 2, provides the reader background information that supports the Basis for separation (i.e. his NJPs, court-martial convictions, positive urinalysis, failure to meet weight and body fat standards, homosexual conduct, diagnosed physical condition). Explain the details of the case providing dates and other supporting information, and reference your enclosures.

APPENDIX (A)

INDEX OF ATTACHED CHARACTER STATEMENTS FROM CHAIN OF COMMAND

CONCERNING ADMINISTRATIVE SEPARATION OF LCPL APPLE

a. Capt A. B. Chef, Company commander

b. 1stLt C. D. Baker, Platoon commander

c. 1stSgt E. F. Cook, Company 1st Sergeant

d. Sgt H. I. Stir, Non-Commissioned Officer In Charge

e. SgtMaj G. H. Fry, Battalion Sergeant Major

SACO DOCUMENTATION IN REFERENCE TO

ADMINISTRATIVE SEPARATION OF LCPL APPLE

a. SACO evaluation dated 1 July 2008

b. Medical chronology from Treatment Facility date 1 Aug 2008

c. Certificate of Treatment Completion dated 1 Sep 2008

WEIGHT CONTROL DOCUMENTATON IN REFERENCE TO

ADMINSTRATIVE SEPARATION OF LCPL APPLE

a. Endorsements concerning assignment to weight control program

b. Chart of weight loss

c. Remedial PT record