



UNITED STATES MARINE CORPS

1ST BATTALION, 6TH MARINES

2D MARINE DIVISION

PSC BOX 20098

CAMP LEJEUNE, NORTH CAROLINA 28542-0098

1910  
Legal  
XX Jan 19

From: Commanding Officer  
To: Senior Member First M. Last, 123456789/0123 USMC  
Subj: APPOINTMENT OF ADMINISTRATIVE DISCHARGE BOARD IN THE CASE OF  
PRIVATE FIRST CLASS KYLE E. SHMUCK 1234567899/0123 USMC  
Ref: (a) MCO 1900.16 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/Lieutenant Colonel First M. Last 1234567890/0000, USMC, President; 1st/2d Lieutenant/Captain/Chief Warrant Officer X First M. Last 1234567890/0000, USMC, Member; and, Staff/Gunnery/First/Master Sergeant First M. Last 1234567890/0000, USMC, Member.

ALTERNATE MEMBERS

Major/Lieutenant Colonel First M. Last 1234567890/0000, USMC, President; 1st/2d Lieutenant/Captain/Chief Warrant Officer X First M. Last 1234567890/0000, USMC, Member; and, Staff/Gunnery/First/Master Sergeant First M. Last 1234567890/0000, USMC, Member.

a. Captain Andrew S. Lindsey, USMC, a lawyer certified under Article 27(b), UCMJ is appointed as the recorder for the board and is so notified by separate copy hereof.

b. Captain Stokely T. Wischmeier, a lawyer certified under Article 27(b), UCMJ, and has been detailed by the responsible detailing authority from the Marine Corps Defense Services Organization as counsel for the respondent and is so notified by separate copy hereof.

c. Major David J. Trail, USMC, a lawyer certified under Article 27(b), UCMJ, is appointed as the legal advisor for the board and is so notified by separate copy hereof.

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.

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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, Legal Advisor, or Staff Judge Advocate.

5. 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 LOCATION, TIME the uniform will be UNIFORM. 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.

7. The President of the Board shall authenticate the Record of Proceedings within 48 hours of receipt. The board's report and record will be prepared according to the references and forwarded to me within 30 days after the Board has adjourned. Extensions of this due date must be requested in writing.

M. D. COMMANDER

Copy to:  
Recorder  
Counsel for Respondent  
Legal Advisor  
Board Members  
Respondent