**UNITED STATES MARINE CORPS**

UNIT ADDRESS, LINE 1

2D MARINE AIRCRAFT WING

UNIT ADDRESS, LINE 3

 IN REPLY/REFER TO:

 1910

 **Office Code**

 **Date**

FIRST ENDORSEMENT on President, AdminDisBd ltr SSIC Code of DD Mmm YY

From: Commanding Officer (Convening Authority)

To: Separation Authority

[Via: Chain of Command]

Subj: ADMINISTRATIVE DISCHARGE BOARD REPORT: FINDINGS AND

 RECOMMENDATIONS IN THE CASE OF RANK FULL NAME XXX XX SSN/MOS

 USMC

Encl: (1) Defense counsel comment on board (if any)

 (2) Recorder’s response to defense counsel’s comment

 (3) (Other enclosures included by convening authority)

1. An administrative discharge board was convened in the case of Rank Last Name on DD Month YYYY. The board found that the preponderance of the evidence (proved)(did not prove) the allegations and recommended (retention)[(honorable) (general (under honorable conditions)) (other than honorable)] discharge.

2. I (agree)(disagree) with the board’s findings and recommendations. [Comments if any]. Before disagreeing with a board’s findings and recommendations, see MARCORSEPMAN, paragraph 6309, concerning the separation authority’s actions in board cases].

3. Counsel for the respondent submitted comment on the board; see enclosure (1). Enclosure (2) is the recorder’s response to enclosure (1).

4. Explain other enclosures included by the convening authority.

 SIGNATURE