



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:

1900

SJA

JUL 13 2011

POLICY LETTER # 03-11

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) POLICY CONCERNING  
ENLISTED INVOLUNTARY ADMINISTRATIVE SEPARATIONS

Ref: (a) MCO P1900.16F w/CH 1-2 (MARCORSEPMAN)  
(b) MCO P1700.24B w/CH 1 (MARINE CORPS PERSONAL SERVICES  
MANUAL)  
(c) MCO 6110.3 w/CH 1 (MCBCMAP)  
(d) MARADMIN 328/10  
(e) MARADMIN 248/11

Encl: (1) Sample appointing order  
(2) Sample character statement  
(3) ADSEP execution checklist

1. Cancellation: 2d MAW Policy Letter 01-07

2. Purpose. To establish a standard 2d MAW policy on processing involuntary enlisted administrative separations.

3. Marine Corps Standards. The maintenance and enforcement of the high standards of the Marine Corps is of paramount importance to this Command. Nothing in this policy letter should be construed as relaxing Marine Corps standards or as contradicting the policies established in reference (a).

4. Commanders' Discretion and Non-EAS attrition. The Marine Corps places a substantial investment in the training of all Marines. Non-EAS attrition represents a loss of investment and experience that is often difficult to replace. Conversely, the retention of Marines who will not or cannot conform to the required standards of conduct, discipline, and performance creates high costs in terms of substandard performance of duties and the degradation of morale.

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All Commanders must exercise their sound professional discretion in determining when a Marine can be rehabilitated and when a Marine must be processed for administrative discharged.

5. Cases Requiring Mandatory Administrative Separation Processing. The following grounds require mandatory administrative separation processing:

a. Drug abuse.

b. Two substantiated incidents of driving under the influence within the same enlistment.

c. The first substantiated incident of sexual harassment involving any of the following circumstances:

(1) Threats or attempts to influence another's career or job for sexual favors;

(2) Rewards in exchange for sexual favors; or,

(3) Physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in a punitive discharge.

d. Participation in supremacist or extremist organizations or activities.

e. Failure to maintain the standards proscribed by the Marine Corps Body Composition Program (BCP) per reference (c). Although administrative separation processing is mandatory for the cases listed above, Commanders still maintain the discretion to recommend retention, or suspension of a discharge based on the facts and circumstances of each case.

6. Suspension Guidelines. Commanders should consider the following criteria when requesting suspension of an administrative discharge and will specifically note these criteria in their endorsements:

a. Marine is within 12 months of his/her EAS.

b. Proficiency and Conduct marks are 4.0 or greater.

c. Marine is contributing to the mission.

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d. The Group Commander finds that suspension of the discharge will not significantly damage morale, good order, or discipline.

7. Notwithstanding the guidelines in paragraph 6, I will consider suspension on a case-by-case basis for good cause shown.

8. Limited Delegation of Authority to Group Commanders.

a. Extent of Authority. In accordance with section 6307.3 of reference (a), I expressly delegate the authority to act as the final separation authority to the Commanders of Marine Aircraft Group 14 (MAG-14), Marine Aircraft Group 26 (MAG-26), Marine Aircraft Group 29 (MAG-29), Marine Aircraft Group 31 (MAG-31), Marine Wing Support Group 27 (MWSG-27), and Marine Air Control Group 28 (MACG-28) for the following involuntary enlisted administrative separation cases only:

(1) The basis for separation is under paragraph **6215 (Weight Control Failure)** of reference (a) and the respondent is a sergeant or below with less than 6 years of active and inactive service.

(2) The basis for separation is under paragraph **6203.2 (Condition Not a Disability)** of reference (a) and the respondent is a sergeant or below with less than 6 years of active and inactive service.

b. Limitations. This delegation of authority is specifically limited to the cases above. I expressly withhold from the Group Commanders the authority to act as the separation authority in all other cases and direct that any case which does not meet the criteria above be expeditiously forwarded for my action in accordance with the procedures contained in reference (a) and this policy letter. Additionally, before a Group Commander may take final action as a separation authority in the cases enumerated above, the Group Commander shall comply with the following:

(1) Separation Authority Review. Conduct a thorough review of the separation package to ensure strict compliance with reference (a). The initial review of any recommendation or request for separation is normally conducted by specified personnel on the separation authority's staff. It is essential that personnel assigned such responsibilities be well-versed on all separation procedures and conduct a scrupulous review prior

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to the package being presented to the separation authority for signature. This review should ensure that the package is physically and administratively complete (i.e., all enclosures are attached and all specific requirements of this chapter met). If not, initiate immediate corrective action prior to taking any action towards separating a Marine.

(2) Pre-Separation Review. Prior to taking any action to separate a Marine, the Separation Authority must submit the separation package to the Joint Law Center for a legal sufficiency review.

(3) Command Inspections. Your authority to separate Marines as outlined in the above cases is subject to review as part of the Commanding General's Inspection Program (CGIP). Group Commanders shall maintain copies of all separations in which they acted as the final separation authority for a period of two years and shall make those files available to the personnel of the Joint Law Center for periodic inspection whenever requested.

c. Commanding General's Guidance. To properly appreciate the individual characteristics of each Marine being recommended for discharge, the separation authority must ensure several things occur. First, the proceedings must be thoroughly reviewed to ensure procedural and legal sufficiency with paramount focus directed towards ensuring that the Marine has been afforded the opportunity to exercise all rights due a respondent. Along the same line, the discharge package should be processed expeditiously in accordance with the time processing goals contained in this policy letter. Next, the separation authority will review the circumstances involved in the proposed discharge to determine whether the facts meet the criteria for discharge. Should separation be warranted, the separation authority will ascertain the appropriate characterization of service based on the definitions contained in paragraph 1004 and Table 6-1 of reference (a).

9. Unsatisfactory Performance of Duties. Commands which elect to process a respondent for unsatisfactory performance of duties must provide documentation to support this basis. Evidence which may support the use of this basis includes below average proficiency and conduct markings, weight gain of 10 percent while assigned to BCP, or reduction at a Competency Review Board (CRB).

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10. Homosexual Statements or Behavior. In no case will a command initiate a separation solely based on homosexual behavior. Immediately contact and seek the guidance of the 2d MAW Staff Judge Advocate (SJA). Absent evidence of a crime, such behavior no longer is a valid basis for administrative separation. Criminal acts, such as sexual assaults, will usually be addressed through the military justice process.

11. Domestic Violence. Notwithstanding the guidance in references (a) and (b), a single incident of abuse may be sufficient to warrant separation under another provision (e.g., Commission of a Serious Offense or Pattern of Misconduct) if the Commander believes that the service member has no potential for further service. When initiating an administrative separation as a result of domestic abuse involvement, the commander must include domestic abuse as part of the reason for separation so the spouse and family may initiate the application process for financial compensation and retention of ID card benefits and privileges through the Transitional Compensation for Abused Family Members program.

12. Condition Not a Disability. In accordance with reference (e) Marines who have been found fit by the Physical Evaluation Board (PEB) may not later be involuntarily separated for the same medical condition(s) for which they were found fit without approval from the Secretary of Defense. Therefore, such separations would be expected to be the rare exception. Marines found fit should be retained in their current duties, re-assigned or their case reevaluated for disability separation by the Assistant Secretary of the Navy (MRA). Only medical conditions that are potentially rateable by the PEB and limit assignability should be submitted for disability reevaluation. Contact the 2d MAW SJA for submission requirements to CMC. The restrictions in this paragraph do not apply to other bases for administrative separation, separation at the end of active service obligation or any prioritization at reenlistment.

13. Administration and Logistics.

a. Processing Time Goals. Once separation action has begun, it is essential that cases be promptly forwarded for review and decision. Proceedings are initiated on the date a command delivers notice of separation proceedings to a Marine or Sailor, not the date on which the commander formulates the intent to separate a Marine. Reference (a) establishes time goals for the completion of administrative separation proceedings. Due to additional administrative requirements which have been levied on

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Commanders since reference (a) was published, such as the requirement of reference (d) to complete the Post-Traumatic Stress Disorder and Traumatic Brain Injury (PTSD/TBI) screening prior to the involuntary administrative separation, these time goals are no longer relevant. Therefore, 2d MAW units will adhere to the following timelines:

(1) Separation without Board Action for Units at Marine Corps Air Station (MCAS) Cherry Point will not take longer than thirty-five (35) working days. The MCAS Cherry Point Joint Law Center (JLC) shall receive the separation package from the last endorsing unit within fifteen (15) working days of the respondent being notified of separation.

(2) Separation with Board Action for Units at MCAS Cherry Point will not take longer than sixty (60) working days. If a board is required, the MCAS Cherry Point JLC shall receive the administrative separation package within thirteen (13) working days of the Marine being notified of separation. The package shall include an appointing order formatted in accordance with enclosure (1) and signed by the CO. The appointing order shall name the senior member of the administrative separation board and direct that the board shall convene within fourteen (14) working days of the separation package being served on the defense counsel. The appointing order may delegate to the senior member the power to grant a continuance for a period not to exceed fifteen (15) working days. Any request for a continuance beyond the initial thirty days shall be addressed in writing to the CO. The senior member of the administrative separation board is responsible for ensuring that the board is conducted in accordance with reference (a), the appointing order, and the guidance in this policy letter. The senior member is responsible for preparing and signing the report of the board. The report of the board together with the enclosures and all Command endorsements will be forwarded to the CG 2d MAW within nine (9) working days of the completion of the administrative separation board.

(3) Separation with Board Action for Units at MCAS New River and Beaufort. The MCAS Cherry Point JLC shall receive the complete separation package, including Command endorsements, within fifteen (15) working days of the completion of the administrative separation board.

b. Enclosure (3) will be used for all 2d MAW Administrative Separation packages in order to track the timely processing of all packages.

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c. Commanding General's Guidance. Notwithstanding the timelines listed above, Commands must respect the rights of the respondent and ensure compliance with the due process procedures mandated by the United States Constitution and reference (a). Once the decision is made to administratively process a Marine for discharge, every effort must be made to advance the package through the chain of command as expeditiously as possible. In those cases where a mandatory basis for administrative separation processing exists, the Marine should be notified as drug laboratory message showing the Marine tested positive for an illegal controlled substance, and the Marine is not being recommended for court-martial. Similarly, a Marine should be processed for BCP failure as soon as it is established that the Marine failed to make standards while on their 1st assignment, on an approved extension, or during a second assignment. The administrative separation process is intended to be an efficient and expeditious method of separating those Marines and Sailors who do not conform to our respective Service's established standards. To this end, Commands shall:

(1) Seek assistance from the MCAS Cherry Point JLC, Administrative Law Section or their local law center before notifying the respondent of administrative separation. The MCAS Cherry Point JLC shall provide courtesy reviews of administrative separation packages to ensure packages are complete and in substantial compliance with the applicable directives.

(2) Use the templates and checklists available at the MCAS Cherry Point Virtual Law Center:  
<https://intranet.2dmaw.usmc.mil/SpecialStaff/sja/default.aspx>.

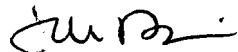
(3) Make arrangements to complete all the pre-separation requirements (transition assistance classes, final physical, substance abuse screening, post-traumatic stress disorder/traumatic brain injury (PTSD/TBI) screening, etc.) as soon as practical. Note: if the Marine is in the Brig, most if not all of these requirements can and should be accomplished while the Marine is serving his or her sentence of confinement.

d. Character Statements. Command's processing Marines and Sailors for separation must include a minimum of three (3) character statements from the respondent's immediate chain of command. These character statements must be in the format contained in enclosure (2) and shall accurately depict the

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respondent's current performance, conduct, and potential for further service.

14. Command and Control. The SJA for 2d MAW is the Commanding General's point of contact for all administrative separations under reference (a).

  
J. M. DAVIS

DISTRIBUTION: A



Sample of Appointing Order



UNITED STATES MARINE CORPS  
SQUADRON  
GROUP  
POSTAL SERVICE CENTER BOX 8066  
CHERRY POINT, NC 28533-0066

IN REPLY REFER TO:  
1910  
AdminBd  
Date

From: Commanding Officer, \_\_\_\_\_ Unit  
To: Major \_\_\_\_\_, President, Administrative Discharge Board

Subj: APPOINTMENT OF ADMINISTRATIVE SEPARATION BOARD IN THE  
CASE OF \_\_\_\_\_ XXX XX \_\_\_\_\_ / \_\_\_\_\_ USMC

Ref: (a) MCO 1900.16F

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

\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, USMC, president;  
\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, USMC, member; and  
\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, member;

ALTERNATE MEMBERS

\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, USMC, (Unit);  
\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, (Unit); and  
\_\_\_\_\_, XXX XX \_\_\_\_\_ / \_\_\_\_\_, (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.

Sample of Appointing Order

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 \_\_\_\_, Joint Law Center, Marine Corps Air Station \_\_\_\_\_. 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 \_\_\_\_\_.

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.

S. N. MARINE

Copy to:  
Each member

Sample of Character Statement

ADMINISTRATIVE SEPARATION - STATEMENT OF CHARACTER

Instructions: Type or print legibly. This statement you are about to complete will be reviewed by the Commanding General to determine whether to separate the subject Marine/Sailor and if separated, with what characterization of service. Be candid and thorough and provide a balanced picture to include negative and positive aspects. Use additional blank pages if necessary.

1. Person making statement:

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Rank	Name (First, MI, Last)	MOS	Unit	Phone#
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2. Statement of character regarding:

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Rank	Name (First, MI, Last)	MOS	Unit
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3. Position/billet in relation to this Marine/Sailor:

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4. State when your acquaintance or supervision of this Marine/Sailor began and, if applicable, when it ended:

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5. During this period, what were his/her specific duties?

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6. Frequency of contact with this Marine/Sailor?

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Sample of Character Statement

7. What is your opinion of his/her work performance?

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8. What is your opinion of his/her conduct, both in the workplace and, to the extent you are aware, after working hours?

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9. What is your opinion as to his/her character, such as truthfulness, honesty, work ethic, etc.?

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10. What steps have you taken to rehabilitate and improve this Marine/Sailor? Have you taken any steps beyond informal counseling? Why or why not?

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Sample of Character Statement

11. Do you believe he/she has potential for further honorable service? Explain.

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12. How willing are you to serve with this Marine/Sailor in the future in garrison? In combat?

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13. Based upon his/her entire record of service, including the current basis for discharge, what disposition do you recommend? (Circle one)

- a. RETENTION    b. HONORABLE    c. GENERAL    d. OTHER THAN  
                                DISCHARGE                  DISCHARGE          HONORABLE DISCHARGE
- e. SUSPENSION OF A                                  f. SUSPENSION OF AN OTHER  
   GENERAL DISCHARGE                                  THAN HONORABLE DISCHARGE

\_\_\_\_\_  
Print Name                                  Signature                                  Date

# ADSEP Execution Checklist

SNM:	Unit:	Date:
Division:	Shop/Ext:	Legal Chief:

Day	#	Rank Last First MI	WHO	POC #	LOCATION	Scheduled	Notes	CMLP DATE
	1	NJP completed on Marine	CO		SQUADRON			
	2	CO directs staff of intent to separate Marine	CO		SQUADRON		Type of ADSEP:	
	3	Legal Clerk downloads / prints this checklist	LEGAL CHIEF		SQUADRON			
	4	SNCO of SNM Receives checklist from Legal Clerk	SGTMAJ		SQUADRON		SNCO Name:	
NOTE: All highlighted items above the red line are mandatory enclosures for all packages. Other items below depend on the type ADSEP directed by the CO.								
	5	Produce CO Notification Memo	LEGAL CHIEF		SQUADRON			
	6	Print BCNR/NDRB	LEGAL CHIEF		SQUADRON			
	7	Print Acknowledgement of Rights	LEGAL CHIEF		SQUADRON			
	8	OIC character statement	OIC		DIV/DEPT/WC		Contact OIC	
	9	2 SNCO character statements	SNCO		DIV/DEPT/WC		Contact SNCO'S	
	10	Copy of SRB	IPAC	x8496	BLDG 298		Walk-in request W/ Marine	
	11	3270 BIR/BTR/ROS/AWDS/D119	IPAC	x8496	BLDG 298		Walk-in request W/ Marine	
	12	PTSD CHECKLIST	MEDICAL	x6505	NAVAL CLINIC		Walk-in request W/ Marine	
	13	MEDICAL SCREENING	MEDICAL	x6505	NAVAL CLINIC		Walk-in request w/ Marine	
	14	FINAL PHYSICAL	PHYS 2ND DECK	x6505	NAVAL CLINIC		STAND BY 0700 OR UPON RECEIPT OF 10 Day letter	
	15	TAMP/TAP	CAR PLNR		SQUADRON		Schedule with Unit Career Planner	
	16	CIF GEAR INVENTORY (PREP)	SNCO/MENTOR		DIV/DEPT/WC			
	17	CO/SgtMaj Interview letter	SGTMAJ		SQUADRON		SNCO Coordinates interview time with SgtMaj	
Above Listed Items are Mandatory for all ADSEP Packages Begin ADDITIONAL ENCLOSURES SORTED BY TYPE OF ADSEP								
<b>DRUG or Substance ABUSE (Mandatory processing) (6210.5)</b>								
	18	SACC EVAL	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	19	NAVDRUGLAB MESSAGE	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	20	Urinalysis ledger (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	21	Specimen custody records	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	22	Certificate of treatment	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	23	Letter of Treatment Refusal (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	24	Copy of Pre-trial agreement (if applicable)	JLC	x7102				
	25	Results of Trial w/SJA Review (if applicable)	JLC	x7102				
	26	Page 13 complete in SRB (if applicable)	IPAC	x8496	BLDG 298		Walk-In request W/ Marine	
	27	MDAC Must be completed prior to separations (Drugs/DUI)	CSACC Anna Ziemet	x4875	BLDG 231 2ND FL		Scheduled after CSACC Interview	
<b>ALCOHOL REHAB FAILURE (6209)</b>								
	28	SACO and CSACC evaluations, documents of recommended treatment	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	29	Certificate of treatment	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	30	Rehab failure documents	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	31	Letter of Treatment Refusal (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	32	If treatment refusal, 6105 entry advising of separation						
<b>DUI x2 (Mandatory processing) (6210.10)</b>								
	33	Unit Punishment Book for NJPs	LEGAL CHIEF		SQUADRON			
	34	Civil Court Documents (if applicable)					Make request with Clerk of Court	
	35	Civilian Police Reports (if applicable)					Make request with Clerk of Court	
	36	Military Police Reports (if applicable)	PMO Joel Stafford	x1150	BLDG 294		Contact Unit legal for Authorized List	
	37	Copy of Pre-trial agreement (if applicable)	JLC	x4576				
	38	Results of Trial w/SJA Review (if applicable)	JLC	x4576				
	39	Page 13 complete in SRB (if applicable)	IPAC	x8496	BLDG 298		Walk-in request W/ Marine	
	40	MDAC Must be completed prior to separations (Drugs/DUI)	CSACC Anna Ziemet	x4875	BLDG 231 2ND FL		Scheduled after CSACC Interview	
	41	SACC evaluation. For drug/alcohol related incident (if applicable) evaluation letter must state if abuser or dependent	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	42	Certificate of treatment completion (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	43	Letter of Treatment Refusal (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
<b>MINOR DISCIPLINARY INFRACTION (6210.2), PATTERN OF MISCONDUCT(6210.3), COMMISSION OF SERIOUS OFFENSE(6210.6), CIVILIAN CONVICTION (6210.7) or SEXUAL HARASSMENT (6210.8),</b>								
	44	SACC evaluation. For drug/alcohol related incident (if applicable) evaluation letter must state if abuser or dependent	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	45	Certificate of treatment completion (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	46	Letter of Treatment Refusal (if applicable)	UNIT SACO		SQUADRON		Coordinate with unit SACO	
	47	Copy of Pre-trial agreement (if applicable)	JLC	x4576				
	48	Results of Trial w/SJA Review (if applicable)	JLC	x4576				
	49	Page 13 complete in SRB (if applicable)	IPAC	x8496	BLDG 298		Walk-in request W/ Marine	
	50	Civil Court Documents (if applicable)					Make request with Clerk of Court	
	51	Civilian Police Reports (if applicable)					Make request with Clerk of Court	
	52	Documentation of at least three minor disciplinary infractions during the current enlistment (if applicable)					Make request with Clerk of Court	
<b>CONVENIENCE OF THE GOVERNMENT (Condition not Disability) (6203.2)</b>								
	53	Medical officers Evaluation (MOE)	MEDICAL	x6505	NAVAL CLINIC		Walk-in request W/ Marine	
	54	Treatment Records	MEDICAL	x6505	NAVAL CLINIC		Walk-in request W/ Marine	
<b>CONVENIENCE OF THE GOVERNMENT (Personality Disorder) (6203.3)</b>								
	55	Pertinent page from medical records Showing SNM has been seen/treated for personality disorder.	Legal Chief via SgtMaj	x0500	NAVAL CLINIC		n/a	
<b>Non- Medical:</b>								
	56	Character statement (Comment on how the personality disorder affects the SNM's performance. State specific Ex. Of how SNM is unable to function in the Marine Corps.)	OIC		DIV/DEPT/WC		Contact OIC	
<b>Medical:</b>								
	57	Psych Evaluation with clear recommendation for admin sep due to personality disorder. Diagnosis must also conclude that the disorder was clearly evident prior to enlistment.	Legal Chief via SgtMaj	x0500	NAVAL CLINIC		n/a	
<b>UNSANITARY HABITS (6206.5)</b>								
	58	Sqdn/BnCO's Statement must include: Evidence of other administrative action or disciplinary action that demonstration that SNM failed to improve performance	Shop, SNCO/Mentor	N/A	N/A			
	59	Supporting document (BEQ pictures, log entries, counseling's)	Shop, SNCO/Mentor	N/A	N/A			
<b>FAILURE TO CONFORM TO WEIGHT-STANDARDS (6215)</b>								
	60	BCP Evaluation form (NAVMC 11621)	S-3		SQUADRON		Walk- In request	
	61	Page 11/6105 Entries	S-3		SQUADRON		Walk- in request	
	62	Copy of weight control program documents	S-3		SQUADRON		Walk- in request	
	63	Up-to-date weight charts and graphs	S-3		SQUADRON		Walk- in request	

The following enclosures shall be provided to SQUADRON legal chief within 12 days of CO's direction to separate

Day	#	Action	WHO	POC #	LOCATION	Scheduled	Notes	CMPL DATE
5	64	Provide UNSIGNED ADSEP PACKAGE to JLC for Courtesy Review	Legal Clerk	X4576/6825	JLC		Do not delay awaiting enclosures (Minimum should be Mandatory Items)	
Completed on days 6-7 (Normal Turnaround is 24)	65	JLC COURTESY REVIEW Date In:						Comp Date
	NOTES:							
	CLERK SIGNATURE:							
PENDING DOCUMENTS								
CHIEF/LAO SIGNATURE:								

Day	#	Action	WHO	POC #	LOCATION	Scheduled	Notes	CMPL DATE
8-11	66	All enclosures collected, errors found by JLC corrected and AdSep Package is completed.	Legal Chief		SQUADRON			
12	67	CO Signs intent to separate notification to Marine/Marine signs acknowledge of rights. Send copy to IPAC(Mr Robinson)	CO, SGTMAJ, Legal, OIC, SNCOIC		SQUADRON		If Marine elects counsel or Board go to #76	
13	68	Route AdSep Package to MAG	Legal Chief		SQUADRON		Recommend internal SQUADRON QA after Legal chief finishes collection of package	
14-15	69	MAG Endorses and routes to JLC	CO		MAG		CO, SgtMaj and Legal review required. If MAG has authority to separate then	
16-20	70	JLC prepares and routes to CG via Staff Secretary	SJA	x4576 x6825	JLC			
21-22	71	Staff Sec routes for CG signature via SGTMAJ and CoS	CG	x2927	MAW			
22	72	Staff Sec returns AdSep Package to JLC	SSEC	x2927	MAG			
23	73	JLC digitally scans and sends CG decision to initiating unit chain of command	AdSep Section	x7102	JLC		CO, XO, SgtMaj and legal chief of MAG and SQUADRON. If separation directed then include IPAC	
24	74	SQUADRON notifies SNCO to commence checkout or retention	CO		SQUADRON		CHECKLIST ends here if Marine retained	
24-33	75	SNCO supervises checkout process.	SNCO		SQUADRON		S1 provides checkout sheet. Visit IPAC ASAP to get latest IPAC checkout sheet and determine separation date.	

**End of Non-Board Checklist**

Begin ADSEP BOARD Checklist								
Day	#	Action	WHO	POC #	LOCATION	Scheduled	Notes	CMPL DATE
8-10	76	Marine reviews case with Defense Counsel	Marine, SNCO		SQUADRON		Copy of ADSEP package goes w/ Marine. If Board is waived go to #67.	
9	77	Produce ADSEP Board Appointment Order	Legal Chief, SgtMaj, XO		SQUADRON		Call JLC and request for next board date to determine board availability. Use JLC format for memo.	
9-12	78	All enclosures collected, errors found by JLC corrected and AdSep Package is completed	Legal Chief		SQUADRON			
13	79	Route AdSep Package to JLC	Legal Chief		SQUADRON		Recommend internal SQUADRON QA after Legal chief finishes collection of package	
14-16	80	JLC reviews package, Defense Counsel notified, Board members prepared	ADSEP Section	x4576 x6825	JLC			
17-31	81	Preping, scheduling and conducting Board	Board, Recorder, Prosecution, Defense	X4576 x6825	JLC			
32-36	82	Transcribe and complete Post Board Proceedings	ADSEP Section	x4576 x6825	JLC			
36	83	ADSEP results are forwarded to the initiating command for endorsement	ADSEP Section	x4576 x6825	JLC		Notify SQUADRON Command and Legal Chief	
37-39	84	SQUADRON CO Endorses board results and FWD to MAG	CO		SQUADRON		Legal, SgtMaj and XO review ADSEP Board outcome.	
40-41	85	MAG CO endorses Board results and FWD to JLC	ADSEP Section	x4576 x6825	JLC			
42-46	86	JLC prepares and routes to CG via Staff Secretary	SJA	x4576 x6825	JLC			
47-48	87	Staff Sec routes for CG signature via SGTMAJ and CoS	CG	x2927	MAW			
48	88	Staff Sec returns AdSep Package to JLC	SSEC	x2927	MAG			
49	89	JLC digitally scans and sends CG decision to initiating unit chain of command	AdSep Section	x4576 x6825	JLC		CO, XO, SgtMaj and legal chief of MAG and SQUADRON. If separation directed then include IPAC	
50	90	SQUADRON notifies SNCO to commence checkout or retention	CO		SQUADRON		CHECKLIST ends here if Marine retained.	
51-58	91	SNCO supervises checkout process.	SNCO		SQUADRON		S1 provides checkout sheet. Visit IPAC ASAP to get latest IPAC checkout sheet and determine separation date.	

**End of Board Checklist**