

Sample Format, Notification WITHOUT an Administrative Separation Board

(Letterhead)

From: Commanding Officer
To: (Individual Marine)

Subj: NOTIFICATION OF SEPARATION PROCEEDINGS

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

Encl: (1) Purpose and Scope of the (NDRB) and (BCNR)
(2) Acknowledgment of Respondent's Rights

1. You are hereby notified that I intend to recommend to the Commanding General/Officer, _____ that you be discharged from the U.S. Marine Corps per paragraph (**insert paragraph number**) of the reference by reason of (**state the general and specific bases for discharge contained in the reference**).

2. The basis (**bases if multiple reasons**) for this recommendation is (**describe the circumstances supporting the CO's recommendation. Be specific because both the respondent and the Separation Authority need to know precisely why this Marine is being recommended for separation**).

3. The least favorable characterization which you may receive is general (under honorable conditions). Although the Commanding General/Officer, _____ will make the determination of characterization if you are separated, I am recommending you receive **a(n) Honorable/General (under honorable conditions)** characterization of service.

4. As a result of these separation proceedings, you have the following rights:

a. You have the right to consult with qualified counsel. It is in your best interests to do so before waiving any of your rights.

b. You have the right to submit written statements to the Commanding General/Officer, _____ in rebuttal to this proposed separation.

c. You have the right to obtain copies of documents that will be forwarded to the Commanding General/Officer, _____ supporting the basis of this proposed separation. Classified documents shall be summarized.

d. You have the right to an administrative discharge board if you have 6 or more year's active service.

e. Although you are FMCR/retired list eligible, you have refused to request transfer to the FMCR/retired list as provided in paragraph 6106.4 of the reference. If separation is approved, you may lose all retainer/retired pay and benefits.

f. You may waive any of these rights after being afforded a reasonable opportunity to consult with counsel and that failure to respond shall constitute a waiver of these rights.

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5. If you are separated before you complete an active duty service requirement incurred because you received advanced education assistance, bonuses, or special pays, you may be required to reimburse the U.S. government on a pro rata basis for the unserved portion of the active service requirement.

6. Information on the Purpose and Scope of the NDRB and the BCNR is provided to you as enclosure (1).

7. You are directed to respond in writing to this notice not later than 5 working days from the date of this letter by completing and returning enclosure (2), citing time and date completed. Failure to respond by the prescribed time constitutes a waiver of your rights.

CO signature block

Sample Format, Acknowledgement WITHOUT an Administrative Separation Board

(Letterhead)

From: (Individual Marine)
To: Commanding Officer

Subj: ACKNOWLEDGMENT OF MY RIGHTS TO BE EXERCISED OR WAIVED DURING SEPARATION PROCEEDINGS

Ref: (a) CO, ___ ltr ___ of ___ (Notification Letter)

1. _____ I acknowledge receipt of the reference notifying me of proceedings to discharge me by reason of **(general and specific basis as found in MARCORSEPMAN)**.

2. _____ I understand that I am being recommended for separation with **(an honorable or a general (under honorable conditions)** characterization of service and that the least favorable characterization which I may receive is general (under honorable conditions).

3. In view of the above, I choose to execute the following rights:

a. _____ I (have) (have not) included statements in rebuttal to this proposed separation.

b. _____ I (have) (have not) consulted with counsel. I realize it is in my best interests to do so before exercising or waiving any of my rights. My counsel's name is:_____.

c. _____ I (do) (do not) desire to obtain copies of documents that will be forwarded to the Commanding General/Officer, _____ supporting this proposed separation.

d. _____ I (do) (do not) request an administrative discharge board if I have 6 or more years of active.

e. _____ (If applicable) Although I am FMCR/retired list eligible, I have refused to request transfer to the FMCR/retired list. I understand that, if separation is approved, I may lose all retainer/retired pay and benefits.

4. _____ I understand that if I am separated before I complete an active duty service requirement incurred because I received advance education assistance, bonuses, or special pays, I may be required to reimburse the U.S. government on a pro rata basis for the unserved portion of the active service requirement.

5. _____ I have read and fully understand the information contained in the Purpose and Scope of the NDRB and BCNR.

Witness Sign/Print Date

Respondent Sign/Print Date