



1910

## MEMORANDUM

From:

Board President

To:

Convening Authority

Thru:

Staff Judge Advocate

Subj: RESPONDENT'S REVIEW OF BOARD REPORT

Ref: (a) My memo 1910 of

1. The report of the administrative separation board convened in the matter of \_\_\_\_\_ is complete.
2. A copy of the board's report was provided by reference (a) to the respondent on \_\_\_\_\_.
3. The respondent: (*select one*)
  - \_\_\_\_\_ **did not** request additional review time.
  - \_\_\_\_\_ **did** request additional review time. (*select one*)
    - \_\_\_\_\_ The board president **did not** approve the respondent's request for additional review time.
    - \_\_\_\_\_ The board president **did** approve the respondent's request for additional review time.

3. (cont) The reason(s) for the board president's decision is/are as follows:

\_\_\_\_\_ Continued on Administrative Board Supplemental Page(s) or similar document(s), attached as enclosure (2)

4. The respondent: (*select one*)

\_\_\_\_\_ **did** respond with objections, rebuttal comments, and/or statement of no objection within the time permitted. He/she responded on \_\_\_\_\_.

\_\_\_\_\_ **did not** respond with objections, rebuttal comments, and/or statement of no objection within the time permitted.

5. The respondent's objections, rebuttal comments, and/or statement of no objection: (*select one*)

\_\_\_\_\_ **are** attached as enclosure (1).

\_\_\_\_\_ **are not** attached.\*

\* Explain in detail on an Administrative Board Supplemental Page (or similar document) the circumstances, if known, that support the respondent's decision to not submit a response.

6. A verbatim transcript of the board proceedings: (*select one*)

\_\_\_\_\_ was not required.

\_\_\_\_\_ was produced in accordance with your direction in the convening order and is attached as enclosure (3).

\_\_\_\_\_ was prepared by the respondent at his/her expense and was submitted with enclosure (1).

7. The record of the proceeding has been uploaded to the CG Portal in accordance with Article 8.B.2. of the Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series).

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Encl: (1) Respondent's written submission, **if applicable**  
(2) \_\_\_\_ Administrative Board Supplemental Page(s), **if applicable**  
(3) Government-produced verbatim transcript, **if applicable**