

CHECKLIST FOR ADMINISTRATIVE SEPARATION BOARD PACKAGES

Reference: Administrative Separation Board Manual, COMDTINST M1910.2 (series)

CHECK BLOCK 	The below checklist provides a listing of documents required for ASB packages and the routing process.
	<p>1. COMPLETION OF DOCUMENTS: The following documents are required to be completed (a) Notice of ASB to the member, (b) Exercise of rights by the member, (c) Convening order to the Board, (d) Board President's notice of time and place the ASB will be conducted to the member.</p>
	<p>2. ADMINISTRATIVE SEPARATION BOARD MESSAGE (ref: ALCOAST 182/09): If the member elects an ASB, the Convening command must send a message to notify their Servicing Legal Office, PSC (psd), and COMDT that ASB proceedings are being initiated.</p>
	<p>3. REPORT OF THE BOARD WITH ALL BOARD MEMBER SIGNATURES (ref: Chapter 7.B): The report of the Board shall consist of (a) preliminary statement, (b) list of witnesses testifying, and (c) the Board's findings to include findings of facts, opinions, recommendation for retention or discharge, and a recommendation on type of discharge certificate to be issued, regardless if member is recommended for retention or separation. <i>NOTE: All Board members must sign report.</i></p>
	<p>4. STATEMENT OF OBJECTION // NO OBJECTION (ref: ALCOAST 193/09 & Chapter 7.D): Statement from the Respondent and legal counsel concerning the Board's report. <i>The Staff Judge Advocate for the unit is able to help with this requirement.</i></p>
	<p>5. SUBMISSION OF RECORD TO CONVENING AUTHORITY FOR ENDORSEMENT: The senior member of the Board shall forward the record including all exhibits to the Convening Authority for their endorsement from the District Commander or their designee.</p>
	<p>6. CONVENING AUTHORITY ENDORSEMENT (ref: Chapter 7.E): The Convening Authority shall review the report and provide a command endorsement which shall include at a minimum, a statement of concurrence or disagreement with the findings, opinions, and recommendations of the Board.</p>
	<p>7. LEGAL SUFFICIENCY REVIEW (ref: ALCOAST 193/09): After the Convening Authority has endorsed the Board's report – the report is forwarded to the Staff Judge Advocate for the unit for legal sufficiency review. If the Staff Judge Advocate finds the Board's report legally sufficient, an endorsement is completed and the entire case is forwarded to CG PSC PSD (fs). <i>If there is an issue with the Board's report, legal should contact the unit with those issues.</i></p>
	<p>8. PSC PSD (fs) REVEIW: Upon receipt at PSD (fs), the package will be reviewed for accuracy and send an e-mail to the unit to indicate the receipt of the package. The package will then be forwarded to TJAG (PSC legal team) for a second legal sufficiency review.</p>
	<p>9. TJAG REVIEW: When TJAG has determined the case is legally sufficient, the case will be forwarded back to PSC PSD (fs) for final action.</p>
	<p>10. PSC PSD (fs) FINAL ACTION: PSC PSD (fs) will submit findings to the Final Reviewing Authority for final adjudication. <i>Note: PSC (epm-1) does not become involved with Administrative Separation/Reenlistment Board cases until PSC PSD has made a final decision on whether to retain or separate a member.</i></p>

Forward all Administrative Separation Board packages to:

COMMANDER (PSC-PSD-FS)
 PERSONNEL SERVICE CENTER
 US COAST GUARD STOP 7200
 4200 WILSON BLVD STE 1100
 ARLINGTON, VA 20598-7200

*For questions or assistance regarding ASB packages contact:
 PERS3 Shawna Ward 202-493-1922*

