



1910/1450

## MEMORANDUM

From: CPO Incompetency Reduction Board

Board President

Board Member

Board Member

To:

Convening Authority

Thru:

Staff Judge Advocate

Subj: BOARD REPORT – REDUCTION FOR INCOMPETENCY

Ref: (a) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)  
(b) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

1. Notice to Respondent: On \_\_\_\_\_, you notified \_\_\_\_\_, the respondent, of your intent to take administrative action to involuntarily separate the respondent from the Coast Guard, and described the conduct and/or performance of duty that caused you to initiate that action. Your notice to the respondent has been marked as Exhibit # \_\_\_\_\_ in enclosure (1), the Summarized Hearing Record.

2. Respondent's Exercise of Rights: The respondent exercised his/her rights on \_\_\_\_\_ and elected to appear before this administrative board. The respondent's Exercise of Rights has been marked as Exhibit # \_\_\_\_\_ in enclosure (1).

3. Convening Order: In your convening order dated \_\_\_\_\_, you directed this CPO incompetency reduction board to convene in accordance with references (a) and (b). Your convening order has been marked as Exhibit # \_\_\_\_\_ in enclosure (1).

4. Hearing Scheduling Notice: The board president notified the respondent of the date, time, and location of the hearing on \_\_\_\_\_. The scheduling notice has been marked as Exhibit # \_\_\_\_\_ in enclosure (1).

5. Findings: The board conducted a formal administrative hearing that is summarized in enclosure (1). The findings of fact, opinions, and recommendations included in this report are based on the evidence presented during the hearing and considered during the board’s deliberations.

6. Findings of Fact: Based on a preponderance of the evidence gathered during the hearing, the board finds the following facts that are supported by the exhibits listed. All exhibits are attached to enclosure (1).

| #  | Findings of Fact | Exhibits that support this Finding of Fact: |
|----|------------------|---|
| 1. |                  |   |
| 2. |                  |   |
| 3. |                  |   |
| 4. |                  |   |
| 5. |                  |   |
| 6. |                  |   |

| #   | Findings of Fact | Exhibits that support this Finding of Fact: |
|-----|------------------|---|
| 7.  |                  |   |
| 8.  |                  |   |
| 9.  |                  |   |
| 10. |                  |   |
| 11. |                  |   |
| 12. |                  |   |
| 13. |                  |   |
| 14. |                  |   |
| 15. |                  |   |

\_\_\_\_\_ Findings of Fact continued on Administrative Board Supplemental Page(s), or similar document(s), attached to this report as enclosure (2).

7. Opinions: Based on a preponderance of the evidence presented during the hearing, the board formed the following opinions:

| #  | <p style="text-align: center;"><b>Opinions</b></p> <p>Boards should draw reasonable inferences from those matters of record approved for consideration by the board president to answer the fundamental questions presented to the board. This may include analysis of the evidence and findings of fact and explanation of the board's deliberations on the issues that relate to the fundamental questions</p> | <p style="text-align: center;"><b>Findings of Fact and/or Exhibits that support this Opinion</b></p> |
|----|--|--|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

\_\_\_\_\_ Opinions continued on Administrative Board Supplemental Page(s), or similar document(s), attached to this report as enclosure (2).

8. Recommendations: The board consulted Chapter 7 of reference (a), and the following recommendation is made in compliance with Coast Guard policy.

a. Unqualified / Not Unqualified: You directed the board to determine whether the respondent is or is not unqualified by reason of incompetency for the duties of his or her rate. Based on the board's review and consideration of the record of the hearing as well as the findings of fact, opinions, and recommendations stated above, the board recommends: *(select one)*

\_\_\_\_\_ The respondent **is unqualified** by reason of incompetency and should be **reduced** in rate.

\_\_\_\_\_ The respondent **is not unqualified** by reason of incompetency.

The exhibits, findings of fact, and/or opinions that support this recommendation are as follows:

\_\_\_\_\_ Continued on Administrative Board Supplemental Page(s) or similar document(s) attached to this report as enclosure (2).

9. Minority Report: *(select one)*

\_\_\_\_\_ A minority report is attached as enclosure (3).

\_\_\_\_\_ A minority report is not attached.

10. Respondent Review of the Board Report: By separate correspondence (a copy of which is attached as enclosure (4)), the board president is providing the respondent with a copy of this report, including the summarized hearing record, for his or her review and comment as required by reference (a). The board president will append a memo to this report following the review period, detailing the respondent's response or failure to respond within the review time allowed.

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- Encl: (1) Summarized Hearing Record, CPO Incompetency Reduction Board memo 1910/1450  
of  
(2) ( ) Administrative Board Supplemental Pages, **if applicable**  
(3) Minority Report, **if applicable**  
(4) Board President memo 1910/1450 of to respondent, providing copy  
of board report for review – w/o enclosure