

CHECKLIST FOR ADMINISTRATIVE SEPARATION BOARD (ASB) PACKAGES

Reference: Enlisted Personnel Administrative Boards (EPAB) Manual, PSCINST M1910.1 (series)

CHECK BLOCK <input checked="" type="checkbox"/>	<p>This checklist provides a listing of documents required for ASB packages & the routing process. Please refer to the EPAB manual for more detailed information.</p>
	<p>1. COMPLETION OF DOCUMENTS: (Templates can be found at http://www.uscg.mil/psc/psd/fs/) The following documents are required to be completed (a) Notice to Member, & (b) Exercise of rights by the member (are sent to PSC EPM-1 or RPM-1) then (c) Convening Order *note below* & (d) Hearing Scheduling Notice (which are included as an Exhibit to the Board)</p> <p><i>Note: Members need to have 12 months of service remaining on enlistment as of the date the Convening Order is signed. Contact EPM-1 or RPM-1 if member has less than 12 months remaining on enlistment for process to extend enlistment for the Board.</i> <i>Note: Ensure the separation package which contains documents (a) & (b) have been received & reviewed at PSC (EPM-1 or RPM-1) prior to continuing to the next step.</i></p>
	<p>2. ADMINISTRATIVE SEPARATION BOARD MESSAGE (Ref: Chapter 2.F.1): If the member elects an ASB, the Convening command must send a message to notify their Servicing Legal Office, PSC, COMDT, and first flag officer in the member's chain-of-command that ASB proceedings are being initiated.</p>
	<p>3. BOARD REPORT WITH ALL BOARD MEMBER SIGNATURES: (Ref: Chapter 7.B.7) Each concurring board member shall sign the board report and summarized heard record. A separate board report shall be prepared if there is a dissenting member of the board – a minority board report shall be signed by the dissenting member. Electronic signature is permitted.</p>
	<p>4. RESPONDENT'S REVIEW OF BOARD REPORT: (Ref: Chapter 7.C.2) The Board president shall give the respondent (or respondent's counsel) a paper or electronic copy of the completed report for review and comment. The Board President shall complete the Respondent's Review of Board Report memo.</p>
	<p>5. SUBMISSION OF RECORD TO CONVENING AUTHORITY FOR UPLOAD TO CG PORTAL:(Ref: Ch. 8.B.1) The Board President shall deliver the Record of the Proceeding to the convening authority. The unit POC will upload the record of the proceeding to the CG Portal site and will retain the record of the proceeding until final action is taken by PSC-PSD.</p>
	<p>6. LEGAL SUFFICIENCY REVIEW (Ref: Chapter 8.B.4): The Staff Judge Advocate for the unit shall review the record of the proceeding to determine if the proceedings are legally sufficient. The legal office shall upload their sufficiency document(s). <i>If there is an issue with the Board's report, legal should contact the unit with those issues.</i></p>
	<p>7. CONVENING AUTHORITY REVIEW / ENDORSEMENT (Ref: Chapter 8.B.5): The Convening Authority shall review the report and provide a command endorsement includes at a minimum, a statement of concurrence or disagreement with the findings, opinions, and recommendations of the Board. The endorsement shall be uploaded to the Portal.</p>
	<p>8. FIRST FLAG OFFICER REIVEW / ENDORSEMENT (Ref: Chapter 8.B.6): The first flag officer in the respondent's chain of command, or his/her designee, shall review the record of the proceedings and endorse the board report. The endorsement includes at a minimum, a statement of concurrence or disagreement with the findings, opinions, and recommendations of the Board. The endorsement shall be uploaded to the Portal.</p>
	<p>9. 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>10. 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>11. PSC-PSD FINAL ACTION: PSC PSD (FS) will submit findings to the Final Reviewing Authority for final adjudication. <i>Note: PSC (EPM-1 / RPM-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>
<p>Note: Prior to initiating an ASB, please ensure the separation package has been received / reviewed at PSC (EPM-1/RPM-1) All Administrative Separation Board packages are routed, viewed, and endorsed electronically through CG Portal.</p>	
<p><i>For questions or assistance regarding ASB packages contact: PERS4 Shawna Ward 202 -795 -6648</i></p>	