

ADMINISTRATIVE SEPARATION BOARD, REQUEST COUNSEL FOR RESPONDENT

From: Commander, /Commanding Officer, (Command)
To: Commanding Officer, Defense Service Office West
(or appropriate Branch Office)

Subj: REQUEST COUNSEL FOR ADMINISTRATIVE SEPARATION BOARD IN THE CASE OF
(RATE/RANK NAME, BRANCH OF SERVICE, SSN)

Ref: (a) DEFSERVOFFWESTINST 5800.1P

Encl: (1) Copy of signed and acknowledged Administrative Separation Processing Notice - Administrative Board Procedure or Notification Procedure
(2) Copy of all documents and investigative reports, which establish and support the grounds for processing and characterization of separation
(3) List of names, rates, duty stations, and telephone numbers of all potential witnesses
(4) Service record of respondent (NSIPS Member Summary Data Sheet, last 5 Evaluations and last 5 Awards)

1. Per reference (a), enclosures (1) through (4) are forwarded. Request qualified counsel for respondent be assigned to act as counsel at an administrative separation board for (name of respondent).

2. The following information is submitted concerning this case:

a. The respondent and all witnesses are available. The respondent and witnesses may be contacted at (name(s) and contact information/e-mail). If the respondent and witnesses are unavailable, explain.

b. Documentary and/or all real evidence pertinent to this matter not included as part of enclosure (2) is described and located as follows: (list as applicable).

c. Any additional documentary evidence received by the command will be forwarded to counsel for respondent as soon as possible.

d. Potential issues: (e.g., ship's upcoming departure from area, unit's operating schedule (unclassified), expected discharge of potential witnesses, etc).

3. (_____) has been assigned as recorder for this case and may be reached at (telephone number/E-mail address). The recorder will contact counsel for respondent within three days after assignment in order to arrange administrative matters and set a hearing date. The recorder will ensure the availability of the respondent and all military and civilian witnesses attached to this command for interviews and the hearing.

/s/Signature of CO or designee