

NAVLEGSVCOFFSWINST 5800.1K  
011

ADMINISTRATIVE SEPARATION BOARD, REQUEST COUNSEL FOR RESPONDENT

From: Commanding Officer, \_\_\_\_\_  
To: Commanding Officer, Naval Legal Service Office Southwest  
(or appropriate Branch Office)

Subj: REQUEST FOR COUNSEL FOR ADMINISTRATIVE SEPARATION BOARD

Ref: (a) NAVLEGSVCOFFSWINST 5800.1K

Encl: (1) Copy of signed and acknowledged Letter of  
Notification  
(2) Copy of Statement of Awareness  
(3) Copy of all documents and investigative reports which  
establish and support the grounds for processing and  
characterization of separation  
(4) List of names, rates, duty stations, and telephone  
numbers of all potential witnesses  
(5) Service record of respondent

1. As required by reference (a), enclosures (1) through (5) are forwarded. Request counsel, qualified in accordance with Article 27(b), UCMJ, be assigned to advise and, as appropriate, act as counsel at an administrative discharge hearing for (name of respondent).

2. The following information is submitted concerning this case:

a. The respondent and all witnesses are available. Military witnesses (name(s)) have been placed in a legal hold status (if not, explain).

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

c. Documentary and/or all real evidence pertinent to this matter not included in enclosure (3) is described and located as follows: (list as applicable).

Enclosure (3)

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d. Potential problems: (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 (if a board is requested) for this case and may be reached at (telephone number). 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 his designee