

SSIC  
Code  
Date

**FOR OFFICIAL USE ONLY**

From: [Senior Board Member Identification]  
To: Secretary of the Navy  
Via: Commandant of the Marine Corps (JAM)

Subj: REPORT OF THE BOARD OF INQUIRY IN THE CASE OF [GRADE FIRST  
NAME MI LAST NAME SSN/MOS USMC(R)]

Ref: (a) CMC ltr 1920 JAMO of [date] [letter directing BOI]  
(b) CG, MARFORXXX ltr 1920 SJA of [date] [convening order]  
(c) SECNAVINST 1920.6A

Encl: (1) Transcript of the Board's proceedings with exhibits  
(2) Findings and recommendations worksheet  
(3) Respondent's comments on the report of the BOI

1. As directed by references (a) and (b), a Board of Inquiry convened at [command/location] and conducted a hearing in accordance with the requirements of reference (c).

2. Enclosure (1) is forwarded pursuant to reference (c). Enclosure (2) is the board's findings and recommendations. As indicated by enclosure (3), defense counsel received a copy of the transcript and submitted no deficiencies, but did submit rebuttal comments on behalf of the respondent.

3. REASONS FOR SHOWING CAUSE FOR RETENTION. The purpose of the Board of Inquiry was to recommend whether the respondent should be retained in the U. S. Marine Corps [Reserve]. The board considered these specific reasons for separation:

a. Misconduct, moral or professional dereliction: Commission of a military offense or civilian offense which, if prosecuted under the Uniform Code of Military Justice (UCMJ), could be punished by confinement of six months or more, and any other misconduct which, if prosecuted under the UCMJ, would require specific intent for conviction; and/or

b. Substandard performance: failure to demonstrate acceptable qualities of leadership required of an officer of his/her grade.

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NAME MI LAST NAME SSN/MOS USMC(R)]

c. [Other bases for separation that SNO was advised of per  
reference (a).]

4. ACTS ALLEGED. The respondent allegedly...

5. RESPONDENT'S POSITION WITH RESPECT TO THE ALLEGATIONS: The  
respondent asserts that...

**PARAGRAPHS SIX AND SEVEN WILL DEPEND ON THE BOI'S FINDINGS AND  
RECOMMENDATIONS:**

**CASE CLOSED: ALLEGATIONS UNSUBSTANTIATED**

6. FINDINGS: The Board found that a preponderance of the evidence  
did not prove the allegations. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the case be closed.  
See enclosure (2).

**CASE CLOSED: ALLEGATIONS SUBSTANTIATED**

6. FINDINGS: The Board found that a preponderance of the evidence  
proved the allegations. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent be  
retained and that the case be closed. See enclosure (2).

**DISCHARGE**

6. FINDINGS: The Board found that a preponderance of the evidence  
proved the allegations. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent be  
discharged and that the characterization be (honorable)(general  
(under honorable conditions))(other than honorable). See enclosure  
(2).

8. SERVICE AND BACKGROUND. As required by reference (c), the  
following information is submitted concerning the respondent's  
service record and background:

a. Date of birth:



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To: Secretary of the Navy  
Via: Commandant of the Marine Corps (JAM)

Subj: REPORT OF THE BOARD OF INQUIRY IN THE CASE OF [GRADE FIRST  
NAME MI LAST NAME SSN/MOS USMC(R)]

Ref: (a) CMC ltr 1920 JAMO of [date] [letter directing BOI]  
(b) CG, MARFORXXX ltr 1920 SJA of [date] [convening order]  
(c) SECNAVINST 1920.6A

Encl: (1) Transcript of the Board's proceedings with exhibits  
(2) Findings and recommendations worksheet  
(3) Respondent's comments on the report of the BOI

1. As directed by references (a) and (b), a Board of Inquiry convened at [command/location] and conducted a hearing in accordance with the requirements of reference (c).

2. Enclosure (1) is forwarded pursuant to reference (c). Enclosure (2) records the Board's findings and recommendations. As indicated by enclosure (3), defense counsel received a copy of the transcript and submitted no deficiencies, but did submit rebuttal comments on behalf of the respondent.

3. REASONS FOR SHOWING CAUSE FOR RETENTION. The purpose of the Board of Inquiry was to recommend whether the respondent should be retired from the U. S. Marine Corps [Reserve] and, if so, at what grade. The board considered these specific reasons for retirement:

a. Misconduct, moral or professional dereliction:  
Commission of a military offense or civilian offense which, if prosecuted under the Uniform Code of Military Justice (UCMJ), could be punished by confinement of six months or more, and any other misconduct which, if prosecuted under the UCMJ, would require specific intent for conviction; and/or

b. Substandard performance: Failure to demonstrate acceptable qualities of leadership required of an officer of his grade.

c. [Other bases for separation that the respondent was notified of per reference (a)].

4. ACTS ALLEGED. The respondent allegedly...

5. RESPONDENT'S POSITION WITH RESPECT TO THE ALLEGATIONS: The respondent asserts that...

**PARAGRAPHS SIX AND SEVEN WILL DEPEND ON THE BOI'S FINDINGS AND RECOMMENDATIONS:**

**CASE CLOSED: ALLEGATIONS UNSUBSTANTIATED**

6. FINDINGS: The Board found that a preponderance of the evidence did not prove the allegations. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the case be closed. See enclosure (2).

**CASE CLOSED: ALLEGATIONS SUBSTANTIATED**

6. FINDINGS: The Board found that a preponderance of the evidence proved the allegations. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent not be retired and that the case be closed. See enclosure (2).

**RETIREMENT: CURRENT GRADE (NO OTH)**

6. FINDINGS: The Board found that a preponderance of the evidence proved the allegations and that the respondent failed to show cause for retention. The Board found that the respondent's misconduct was insufficiently serious to warrant an other than honorable discharge if he were not retirement eligible and that service in the current grade is satisfactory. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent be retired in his current grade. See enclosure (2).

**RETIREMENT: CURRENT GRADE (OTH BUT GOOD RECORD)**

6. FINDINGS: The Board found that a preponderance of the evidence proved the allegations and that the respondent failed to show cause for retention; that the respondent's misconduct was

sufficiently serious to warrant an other than honorable discharge if he were not retirement eligible; that the respondent served in the current grade at least six months; and that the respondent's record is otherwise so meritorious to demonstrate the respondent has served satisfactorily in the current grade. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent be retired in his current grade. See enclosure (2).

**RETIREMENT: INFERIOR GRADE**

6. FINDINGS: The Board found that a preponderance of the evidence proved the allegations and that the respondent failed to show cause for retention; that the respondent's misconduct was sufficiently serious to warrant an other than honorable discharge if he were not retirement eligible; that the respondent served in the current grade for at least six months; and that the respondent's record is not otherwise so meritorious to demonstrate the respondent has served satisfactorily in the current grade. See enclosure (2).

7. RECOMMENDATION: The Board recommended that the respondent be retired in the next inferior grade. See enclosure (2).

8. SERVICE AND BACKGROUND. As required by reference (c), the following information is submitted concerning the respondent's service record and background:

a. Date of birth:

b. Marital Status:

c. Civilian Education:

d. Date of Appointment:

e. Date of Rank:

f. MOS:

g. Service Schools: See NAVMC 118 (8a) at Government Exhibit  
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h. Decorations/awards: See NAVMC 118(9) at Government Exhibit  
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SSIC  
Code  
Date

From:

To: Secretary of the Navy

Via: ( ) (Chain of Command)

( ) Commandant of the Marine Corps (JAM)

Subj: REQUEST FOR RESIGNATION FOR CAUSE

Ref: (a) MCO P1900.16E (MARCORSEPMAN), paragraph 4104

(b) SECNAVINST 1920.6A

1. Pursuant to references (a) and (b), I voluntarily tender my (unqualified resignation, qualified resignation, or resignation for the Good of the Service)<sup>1</sup> of my commission in the United States Marine Corps (Reserve) in lieu of (further) processing for administrative separation for cause.<sup>2</sup>

2. [Include "authorized characterization of service" statement required by paragraph 4104.3 of MARCORSEPMAN. This language must correspond with the type of resignation tendered above.<sup>3</sup>]

3. This resignation is based on (my nonjudicial punishment for \_\_\_\_\_, my civilian conviction for \_\_\_\_\_, my misconduct/substandard performance of duty by \_\_\_\_\_).

4. [Regular Officers] Pursuant to reference (b), I understand that a reserve commission is normally not authorized for officers resigning for cause and do not desire such a commission. (While I understand that pursuant to reference (b) a reserve commission is

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<sup>1</sup> See enclosure (1) to SECNAVINST 1920.6A.

<sup>2</sup> The officer should not request a specific separation date. The resignation will be effective upon SecNav approval of the request.

<sup>3</sup> The officer may request a higher characterization of service than the lowest that is authorized by the officer's request. This is simply a request that the Secretary of the Navy consider a higher characterization, and the Secretary is free to characterize at the lowest level authorized by the type of resignation offered. For example: An officer requesting a **qualified** resignation (least favorable characterization allowed is general) may state: "Based on my entire record of service, I request separation with an honorable characterization of service. However, I have been informed and understand that if my resignation in lieu of processing for administrative separation for cause is accepted, I may subsequently receive a certificate of **general** discharge from the Marine Corps; that such..."

Subj: REQUEST FOR RESIGNATION FOR CAUSE

normally not authorized for officers resigning for cause, if tendered, I would accept a commission in the United States Marine Corps Reserve.)

5. I understand that, if I am voluntarily or involuntarily separated before I complete an active duty service requirement incurred because I received advanced education assistance (USNA, ROTC, FLEP, etc.), I may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement.

SIGNATURE

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From: Commanding Officer  
To: Second Lieutenant John Doe xxx xx xxxx/9901 USMCR  
Subj: NOTIFICATION OF RECOMMENDATION FOR ADMINISTRATIVE  
SEPARATION IN THE CASE OF SECOND LIEUTENANT JOHN DOE  
XXX XX XXXX/9901 USMCR

Ref: (a) CO, ltr of  
(b) SECNAVINST 1920.6A  
(c) (Documentation)

Encl: (1) Sample Resignation Format  
(2) Acknowledgment of Respondent's Rights

1. In reference (a), I am recommending your separation from the Marine Corps with an honorable characterization of service pursuant to reference (b). The specific factual basis supporting this recommendation is the substandard performance of duty documented in reference (c).

2. The specific reason for your separation is substandard performance of duty as evidenced by your failure to demonstrate acceptable qualities of leadership required of an officer of your grade (or other appropriate basis).

3. You are afforded the following rights regarding this recommendation for your separation:

a. The right to submit a statement to the Secretary of the Navy in rebuttal to this recommendation or to decline to make a statement.

b. The right to tender a resignation in lieu of separation processing. The format for such a resignation is included at enclosure (1).

c. The right to confer with a judge advocate concerning this matter.

Subj: NOTIFICATION OF RECOMMENDATION FOR ADMINISTRATIVE  
SEPARATION IN THE CASE OF SECOND LIEUTENANT JOHN DOE  
XXX XX XXXX/9901 USMCR

d. The right to consult with a civilian counsel at your own expense. This right shall in no way be allowed to delay the orderly processing of this recommendation.

e. The right to be provided copies of the papers to be forwarded to the Secretary of the Navy to support your proposed separation. Any classified documents will be summarized.

4. You also have the right to waive the rights contained in paragraph 3(a)-(e), and any failure to respond as indicated in paragraph 5, below, shall constitute a waiver of these rights.

5. If you are voluntarily or involuntarily separated before you complete an active duty service requirement incurred because you received advanced education assistance (USNA, ROTC, FLEP, etc.), you may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement.

6. You are directed to acknowledge receipt of this notification and to designate your election of rights in enclosure (2). All matters you desire to submit concerning this recommendation are due to me within 5 working days of your receipt of this notice. You may request an extension of this time upon a timely showing of good cause.

COMMANDING OFFICER

SSIC  
Code  
Date

From: Second Lieutenant John Doe xxx xx xxxx/9901 USMCR  
To: Commanding Officer,

Subj: ACKNOWLEDGMENT OF NOTIFICATION OF SEPARATION  
RECOMMENDATION

Ref: (a) CO, ltr 1920 CO of

1. I acknowledge receipt of the reference informing me of the recommendation for my administrative separation from the Marine Corps.

2. I understand the factual basis for my recommended separation and understand that I am being recommended for an honorable characterization of service.

3. I understand that, if I am voluntarily or involuntarily separated before I complete an active duty service requirement incurred because I received advanced education assistance (USNA, ROTC, FLEP, etc.), I may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement.

4. \_\_\_\_\_ I (do) (do not) desire to submit a statement to the Secretary of the Navy in rebuttal to this recommendation.

5. \_\_\_\_\_ I (do) (do not) desire to tender a resignation in lieu of separation processing.

6. \_\_\_\_\_ I (do) (do not) desire to confer with a judge advocate concerning this matter.

\_\_\_\_\_ I have conferred with \_\_\_\_\_  
on \_\_\_\_\_.

7. \_\_\_\_\_ I (do) (do not) desire to consult with a civilian counsel at my own expense. I understand that the processing of my case shall in no way be unduly delayed to await the availability of such civilian counsel.

\_\_\_\_\_ I have conferred with \_\_\_\_\_  
on \_\_\_\_\_.

8. \_\_\_\_\_ I (do) (do not) desire to be provided copies of the papers to be forwarded to the Secretary of the Navy to support the proposed separation. Any classified documents will be summarized.

JOHN DOE

Date: \_\_\_\_\_