



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 1910.1N
SJA
11 OCT 2001

AIR BASES ORDER 1910.1N

From: Commander
To: Distribution List

Subj: INVOLUNTARY ADMINISTRATIVE DISCHARGE PROCESSING

Ref: (a) MCO P1900.16F
(b) ABO P5300.7

1. Purpose. To promulgate procedures for processing enlisted personnel for involuntary administrative discharge.
2. Cancellation. ABO 1910.1M.
3. Summary of Revision. This Order contains substantial changes and should be reviewed in its entirety.
4. Information
 - a. The term commander, as used in this Order, also includes all Commanding Officers and Officers in Charge (OIC) of training management elements and detached in sub-units.
 - b. When an enlisted Marine's immediate Commander becomes aware of information that may be a proper basis for involuntary administrative discharge action, as described in Chapter VI of reference (a), the Commander will cause an informal preliminary inquiry to be conducted into the circumstances surrounding the case. The officer or staff noncommissioned officer appointed to conduct the inquiry will obtain relevant documentary evidence and statements of all persons involved in or directly familiar with the matter.
 - c. If, upon review of the informal preliminary inquiry, the Commander determines that a recommendation for discharge is warranted, the Commander shall also ensure that the Marine concerned (respondent) is advised of the action contemplated in the case, the type of discharge or other action being recommended and the general and the specific basis, as well as the circumstances, upon which the contemplated action is premised. Information describing the individual's rights before the Navy discharge Review Board and the Board of Correction of Naval Records will be given and explained to the respondent.

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d. Commanders will be guided by the provisions of paragraphs 1004, 6107 and Table 6-1 of reference (a) in determining the appropriate character of separation to recommend. Extreme care should be exercised in this area to protect the status of the honorable discharge for only those Marines who have earned such a characterization by meeting the standards of acceptable conduct and performance of duty for military personnel.

e. Commanders will use the appropriate form to submit recommendations for administrative discharge. This also includes a section for the via addressee endorsement (Group/Station Commander).

f. In all cases where the respondent's signature is required relative to discharge processing, it will be witnessed by a Commissioned Officer. The respondent has a right to consult with a Judge Advocate prior to execution of the respondent's acknowledgement of rights and an opportunity to do so will be afforded as required by paragraph 6303.3b of reference (a). Any statement or other matter that the respondent desires to submit for consideration will be attached as appropriate enclosures to the basic correspondence.

g. In those cases listed in reference (a), Table 602, Note 4, separation processing may not be initiated until the Marine has been counseled per paragraph 6105 of reference (a) concerning the Marine's deficiencies and afforded a reasonable opportunity to overcome those deficiencies. Proof of counseling must be included in the Marine's service record.

h. The Commander, Marine Corps Air Bases Western Area (COMCABWEST) is the discharge authority for all Marines within Marine Corps Air Bases Western Area (MCABWA). The Commanding General, 3d Marine Aircraft Wing (3d MAW) is the discharge authority for all Marines within 3d MAW.

5. Administrative Discharge Boards

a. MCABWA Units. The Commander, MCABWA will appoint administrative discharge boards for Marine Corps Air Station, Miramar. The Commanding Officers, MCAS Yuma and Camp Pendleton, will convene all administrative discharge boards per paragraph 6314 of reference (a) to consider cases requiring board action for station units located at their respective geographic location prior to forwarding the case to the discharge authority. Authority is granted for the above convening authorities to disapprove conditional waivers per paragraph 6304.5 of reference (a).

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b. 3d MAW Units. The Commanding General, 3d MAW will appoint administrative discharge boards for all Wing units located at MCAS Miramar. Commanding Officers within 3d MAW that are located at MCAS Yuma and Camp Pendleton who have the authority to convene special courts-martial are hereby directed to convene administrative discharge boards per paragraph 6314 of reference (a) for their respective commands. In addition, the Commanding Officers, Marine Aircraft Group (MAG) 13 and MAG-39 are hereby directed to convene all administrative discharge boards for all 3d MAW units in their respective geographic locations that do not have authority to convene special courts-martial. Authority is granted for the above convening authorities to disapprove conditional waivers per paragraph 6304.5 of reference (a).

c. Administration discharge boards will be conducted as per Chapter 6, Section 3, Part C of reference (a). The recorder and counsel for the respondent will be provided by the local law center.

d. Administrative support in reporting the proceedings and preparing the records of administrative discharge boards will be provided by the law center servicing the geographical area in which the board is held, subject to the provisions of local and/or mutual support agreements.

6. Forwarding Recommendations

a. Expeditious processing and forwarding of all administrative discharge packages, consistent with preserving the rights of the respondent, is directed. Paragraph 6102 of reference (a) sets forth the processing time goals for administrative separations.

b. Recommendations for administrative discharge will be forwarded via the chain of command of the originating unit to the cognizant discharge authority, attention the following staff section:

<u>GENERAL BASIS</u>	<u>MCABWA STAFF SECTION</u>	<u>3D MAW STAFF SECTION</u>
Convenience of Government	G-1	G-1
Defective Enlistment and Induction	G-1	G-1
Entry Level Performance and Conduct	G-1	G-1
Unsatisfactory Performance	G-1	G-1

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Homosexual Conduct	SJA	SJA
Alcohol Rehabilitation Failure	G-1	G-1
Misconduct	SJA	SJA
Separation in the best Interest of The Service	SJA	SJA
Weight Control Failure	G-1	G-1

c. Recommendations for discharge from units located at MCAS' Yuma and Camp Pendleton, in which an administrative discharge board is required will be forwarded to the local command authorized to convene such boards. The report of the board will be forwarded to the separation authority directly from the MCAS Yuma Joint Law Center. Units located at MCAS Camp Pendleton will forward their report without endorsement in the most expeditious manner i.e., Squadron or Group duty driver, etc. All units under the CG, 3d MAW will have their group endorse the MCABWA 1900.13 form prior to all administrative separation boards.

d. Separation in lieu of Trial by Court-Martial. All requests for separation in lieu of trial by court-martial will be processed at the appropriate law center as per paragraph 6419 of reference (a) and forwarded to the cognizant separation authority via the appropriate SJA, MCABWA, or 3d MAW.

7. Retention of Personnel with Administrative Discharge Action Pending. Enlisted members on whom administrative discharge action has been instituted will not be transferred, assigned to temporary additional duty, nor participate in extended training exercises away from the command headquarters until action has been completed on the case. No enlisted member shall be held beyond the date of expiration of active service for the purpose of administrative discharge processing.

8. Navy Personnel. Navy personnel will be processed as per applicable Navy directives. Specific guidance is available from the local Navy administrative officer, law center or SJA.

9. Instructions for Effecting Discharge. The endorsement of the discharge authority will contain instructions as to where the discharge of the respondent will be effected. In any case where the recommendation for an administrative discharge has been forwarded to the discharge authority recommending approval, the immediate commander will expeditiously schedule the respondent for a discharge physical.

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10. Fleet Assistance Program (FAP). Recommendations for discharge of FAP personnel will be processed as per the provisions of reference (b).

11. Action. Commanders will ensure strict compliance with the contents of this Order.

12. Concurrence. The Commanding General, 3d Marine Aircraft Wing concurs with the provisions of this Order.


D. J. MCDANIEL
Chief of Staff

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UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MCAS MIRAMAR
P O BOX 452001 SAN DIEGO CA 92145-2001

ABO 1910.1N Ch 1

SJA

03 OCT 2002

AIR BASES ORDER 1910.1N CH 1

From: Commander
To: Distribution List

Subj: INVOLUNTARY ADMINISTRATIVE DISCHARGE PROCESSING

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 3, line out paragraph 5b in its entirety, and replace with the following paragraph:

"b. 3d MAW Units. The Commanding General, 3d MAW will convene administrative discharge boards for Wing units located at MCAS Miramar, San Diego and Marine Air Ground Task Force Training Command, Twenty-nine Palms, California. Commanding Officers, Marine Aircraft Groups (MAG)-13 and MAG-39 located at MCAS, Yuma and MCAS, Camp Pendleton are hereby directed to convene administrative discharge boards per paragraph 6314 of reference (a) for their respective commands and for all 3d MAW units in their respective geographic locations. All other 3d MAW units will have their administrative discharge boards convened by the Commanding General, 3d MAW. Authority is delegated to the above convening authorities to disapprove conditional administrative discharge board waivers per paragraph 6304.5 of reference (a). Only the Commanding General, 3d MAW, however, has the authority to approve conditional administrative discharge board waivers."

b. On page 4, immediately under "Weight Control Failure" add the following sentence: "All Weight Control Failure recommendations submitted to MCABWA will include a front and side photograph of the Marine in green physical training (PT) gear."

3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "G. L. Goodman".

G. L. GOODMAN
Chief of Staff

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