

**UNITED STATES MARINE CORPS
COMMAND
ADDRESS**



IN REPLY REFER TO:
1920
Code
Date

From: rst Name MI Last Name MOS USMC/R
To: Assistant Secretary of the Navy (M&RA)
Via: (1) Chain of Command
 (2) Alternate Show Cause Authority
 (3) Commandant of the Marine Corps

Subj: REQUEST FOR RESIGNATION IN LIEU OF FURTHER ADMINISTRATIVE
 PROCESSING FOR CAUSE IN THE CASE OF [RANK FIRST NAME MI
 LAST NAME MOS USMC/R]

Ref: (a) SECNAVINST 1920.6C
 (b) MCO P5800.16A (LEGADMINMAN)
 (c) MCO 1900.16 (MARCORSEPMAN)

Encl: (1) [Report of Misconduct/NJP/Civilian Conviction/Court-
 Martial Conviction or, if none, Investigation/
 Evidence]
 (2) CG, [SCA/ASCA] ltr 1920 [Code] of [date]
 (3) Matters

1. Pursuant to references (a)-(c), I voluntarily tender my [unqualified resignation]/[qualified resignation]/[resignation for the Good of the Service] of my commission in the United States Marine Corps [Reserve] in lieu of [further] processing for administrative separation for cause. I understand that a Board of Inquiry (BOI) will not be convened to make a separation recommendation to the Secretary of the Navy.

2. [If unqualified resignation] I understand that, if the Secretary of the Navy approves my request for unqualified resignation, my service will be characterized as Honorable. **OR**

2. [If qualified resignation] I understand that, if the Secretary of the Navy approves my request for qualified resignation, my service may be characterized as General (Under Honorable Conditions). I respectfully request that my service be characterized as _____ . **OR**

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2. [If resignation for the good of the service] I understand that, if the Secretary of the Navy approves my request for resignation for the good of the service, my service may be characterized as Other Than Honorable. I respectfully request that my service be characterized as _____.

3. [If unqualified resignation] I have been informed and understand that if my resignation in lieu of processing for administrative separation for cause is accepted, I shall subsequently receive a certificate of honorable discharge from the naval service. **OR**

3. [If qualified resignation] 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 a separation, although considered by the Navy Department to be under honorable conditions, is not the highest qualitative type of separation provided for officers of the naval service, and that, while I shall be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statutes specifically require an honorable discharge as a condition precedent to the granting of rights and benefits thereunder, my eligibility for any such rights and benefits may be at least doubtful. **OR**

3. [If resignation for the good of the service] 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 characterization of service from the Marine Corps which will state upon its face that it is under other than honorable conditions; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers or may hereafter confer upon persons with honorable service in, or separated from, the Armed Forces, that I may expect to encounter substantial prejudice in civilian life in situations where the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing.

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4. This resignation is purely voluntary and, once submitted, I understand that it can only be withdrawn with the permission of the Secretary of the Navy.

5. This resignation is based on [my nonjudicial punishment for _____/my civilian conviction for _____/my court-martial conviction for _____/my misconduct/substandard performance of duty by _____], enclosure (1).

6. [If ASCA/SCA already directed show cause] On [date], [the Alternate Show Cause Authority/Show Cause Authority] directed that I show cause for retention at a BOI for [substandard performance of duty, misconduct, and moral or professional dereliction], enclosure (2). I admit [that I committed misconduct [and/or] that my performance of duty was substandard*]. **OR**

6. [If ASCA/SCA has not directed show cause] I admit that I am guilty of the [charges/allegations] detailed in enclosure (1). I admit [that I committed misconduct [and/or] that my performance of duty was substandard*].

***Note: The officer must admit that his/her performance of duty was substandard, and if the officer is being required to show cause for misconduct, he/she must admit to committing misconduct.**

7. I understand that I may submit a sworn or unsworn statement or other material on my behalf for consideration by the Secretary of the Navy, and that any statements submitted in connection with this request, including admissions of guilt, are not admissible in a court-martial except as provided by Military Rule of Evidence 410, but may be admissible at other proceedings. [I hereby decline to submit any matters.]/[My matters are included in enclosure (3).]

8. 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 (United States Naval Academy, Reserve Officer Training Corps, Platoon Leaders Class, Funded Law Education Program, etc.), I may be required to reimburse the Government on a pro-rata basis for the unserved portion of my service obligation.

Figure 4-31. Resignation in lieu of further admin processing

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9. I understand that I do not rate nor do I desire a reserve
commission.

10. In submitting this request, I consulted with [military
counsel's rank name, branch of service]/[civilian counsel's name
and address], a qualified defense counsel.

I. M. MARINE

Date: _____