

DEPARTMENT OF THE ARMY
(Unit Address)
Fort Polk, Louisiana 71459

AFZX-(Office Symbol)

MEMORANDUM FOR **Board President**, Fort Polk, Louisiana 71459

SUBJECT: Appointment of Board for Proposed Administrative Reduction of **Rank, Name, SSN, Unit**, Fort Polk, Louisiana 71459

1. Pursuant to AR 600-8-19, a board is appointed to determine whether **Rank Last Name** should be reduced in rank due to misconduct.
2. The following members, are appointed to the board:
 - a.
 - b.
 - c.
3. If you require legal advice, contact the Administrative Law Division, OSJA, at 531-2754.
4. The board will meet at the call of the President. It will use the procedures set forth in AR 600-8-19. Within five days of your receipt of this memorandum, you must ensure the respondent's immediate commander notifies the respondent of the time, date and location of the board (the respondent must be notified in writing of the board date at least 15 days before the board considers the case).
5. You are authorized to grant one request for delay. This delay may not cause the board to be convened more than 30 days from the date the commander provides written notice to the respondent. I must personally approve additional delay. The latest date for conducting this board is 30 days after the date the commander provides written notice to the respondent. If the board is not conducted by this date you must reply to me by written endorsement, stating the reasons why this timeline was not met.

NAME
RANK, BRANCH
Commanding

CF:
Cdr, **Unit**
Respondent
Each Board Member