

DEPARTMENT OF THE NAVY  
SECRETARY OF THE NAVY  
COUNCIL OF REVIEW BOARDS  
720 KENNON ST SE RM 309 (NDRB)  
WASHINGTON NAVY YARD DC 20374-5023  
(202) 685-6600

FOR OFFICIAL USE ONLY

SCHEDULING NOTICE

July 15, 2010  
ND09-02565/JLG

THOMAS M BURDEN  
1520 CALIFORNIA ST  
KLAMATH FALLS OR 97601

In your application for discharge review you requested a personal appearance hearing before the Naval Discharge Review Board. Your case is scheduled to be heard during the month of **September 2010 or later**. Therefore, please complete the enclosed form and return it to the Naval Discharge Review Board prior to **9 August 2010**. Following receipt, the specified date and time for your hearing will be assigned. You and your representative, if any, will be notified and you will receive notification of your hearing 30 days prior to your scheduled hearing. It is your responsibility to coordinate your appearance with your representative.

If you cannot appear during the above period, you must advise us of your nonavailability prior to the hearing date. Normally unforeseen illness, validated by medical incapacitation and/or hospitalization verified by a doctor, is the only recognized excuse for rescheduling. In the event you should request postponement of more than 6 months, your case will be closed without further action. However, you will retain the option to submit a new request for review when your case is fully ready for presentation in accordance with current procedures. *If you were discharged over 15 years ago and your case is now closed, you will not be eligible for another review.*

Failure by you to respond to this letter by **9 August 2010** or to submit a request for delay, will result in your case being reviewed on the basis of available records of our naval service, together with supporting documents or evidence previously submitted.

You are advised that, if your discharge was not previously reviewed on the basis of available records (documentary review), and you do not want to attend this personal appearance hearing, you may request a documentary review, instead. Your right to again request a personal appearance hearing within 15 years of your discharge date still exists.

SCHEDULER

Enclosures

LAW FIRM OF PUCKETT & FARAJ PC  
HAYTHAM FARAJ  
2181 JAMIESON AVE SUITE 1505  
ALEXANDRIA VA 22314



RETURN TO:  
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ND09-02565  
(DOCKET NUMBER)

This form must be received by the NDRB prior to **9 August 2010**. I understand that failure to respond by **9 August 2010** will result in my application being withdrawn, and the closure of my case without further action. To be eligible for rescheduling a personal appearance review, I must submit a DD Form 293, together with creditable evidence that my failure to respond to this notice was the result of circumstances beyond my control.

The block checked indicates my decision regarding the scheduling of my personal appearance review:

- Yes, I will appear for my personal appearance discharge review in Washington, DC in **September 2010 or later**.
- No, I will not be able to attend a personal appearance discharge review. However, I would be able to attend a personal appearance discharge review during the month of \_\_\_\_\_.
- No, I will not be able to attend a personal appearance discharge review during the above designated month(s) in Washington, DC. However, I desire that my discharge be reviewed on the basis of my official naval records, and any supporting documents I've previously submitted or that I am now submitting with this request.
- No, I wish to close my case without further action. However, I retain my right for a personal appearance discharge review within **fifteen** years of my discharge.

FILL IN  
CURRENT NAME  
AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number:

\_\_\_\_\_

E-mail address:

\_\_\_\_\_

**I WILL NOT BE ELIGIBLE TO REAPPLY TO THIS BOARD FOR A DISCHARGE REVIEW  
IF MY DISCHARGE IS MORE THAN 15 YEARS OLD.**

\_\_\_\_\_  
(Applicant's Signature/Date)

