



ADMINISTRATIVE REMARKS (1070)

DATE	DATE	
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	
(Signature)	(Signature)	

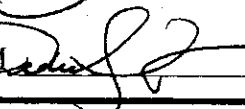
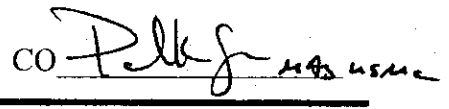
20110124. Counseled this date concerning the following deficiencies; You were deficient in the performance of your duties as the MCRD Senior Career Retention Specialist while responding to a request for information from Headquarters Marine Corps in August 2010 relating to the MOS proficiency of your subordinate H&S Battalion Career Retention Specialist in that you knew that the subject Battalion CRS had been relieved for cause due to poor performance and a demonstrated lack of MOS proficiency, yet you intentionally withheld specific negative administrative material pertaining to said Battalion CRS while you officially responded on behalf of the Command to RELM# TFRS-87EMWQ (Reenlistment, Extension, Lateral Move request ICO a subordinate Career Retention Specialist), specifically failing to enclose the Functional Area Inspector's Report dtd 17 December 2009 and the subordinate Career Retention Specialist's pg 11 entry dtd 26 July 2010 in your formal/official response to a specific request for additional information from MSgt Bird of Headquarters Marine Corps(HQMC MMEA-8).

Furthermore, you were aware that the subordinate Battalion Career Retention Specialist's performance as a SNCO and as a Career Retention Specialist had been the subject of specific Command counseling due to his poor performance and that said CRS had been relieved for cause due to his demonstrated lack of proficiency as the H&S Battalion CRS. You also failed to inform the H&S Battalion Commander, Executive Officer, and Sergeant Major that MSgt Bird of Headquarters Marine Corps

(HQMC MMEA-8) official request for information.

Finally, you failed to seek review and approval of your proposed official response to RELM# TFRS-87EMWQ from your G-1 chain of command and your H&S Battalion chain of command prior to you forwarding the subject official command response which was incomplete and misleading due to its failure to include the above referenced Functional Area Inspector's Report dtd 17 December 2009 and the subordinate Career Retention Specialist's pg 11 entry dtd 26 July 2010.

Specific recommendation for corrective action: You are directed to familiarize yourself with the duties and obligations of a Staff Non-Commissioned Officer relating to proper staffing requirements for review/approval of all official responses to requests for information from higher headquarters, you must also communicate more effectively with your Reporting Senior and battalion chain of command, G-1 section head, and Deputy G-1 prior to officially responding to Headquarters Marine Corps RFIs. Additional assistance is available to you through your G-1, battalion adjutant, and your chain of command. You are advised that failure to take corrective action may result in administrative separation or limitation on further service. You are advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose ~~(to)~~ (not to) make a rebuttal.

SNM  CO  HQMC

NAVAGONZALEZ, PEDRO A.

000-00-8333

NAME (last, first, middle)	SSN
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