

C06-5195 JKA

**APPENDIX A**





# THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT

THE PRESIDENT OF THE UNITED STATES OF AMERICA

AUTHORIZED BY EXECUTIVE ORDER, MAY 11, 1942

HAS AWARDED

## THE AIR MEDAL

TO  
MAJOR MARGARET H. WITT

FOR  
MERITORIOUS ACHIEVEMENT  
WHILE PARTICIPATING IN AERIAL FLIGHT

Major Margaret H. Witt distinguished herself by meritorious achievement while participating in sustained aerial flight as Medical Crew Director, 320th Expeditionary Aeromedical Evacuation Squadron, 320th Expeditionary Operations Group, 320th Air Expeditionary Wing, from 12 January 2003 to 17 February 2003. During this period, Major Witt provided aeromedical evacuation services for multi-national coalition forces engaged in the global war on terrorism. Her airmanship and courage directly contributed to the successful accomplishment of important missions under extremely hazardous conditions and demonstrated her outstanding proficiency and steadfast devotion to duty. Major Witt's professional skill and dedication contributed immensely to the wing's operational aeromedical evacuation and airlift capability in support of Operations ENDURING FREEDOM and SOUTHERN WATCH. Her commitment to mission readiness and unrivaled clinical skills ensured the delivery of outstanding medical care to 150 patients during 18 sorties on C-130, KC-135 and C-17 aircraft while operating in an austere, hostile environment. The professional ability and outstanding aerial accomplishments of Major Witt reflect great credit upon herself and the United States Air Force.

GIVEN UNDER MY HAND

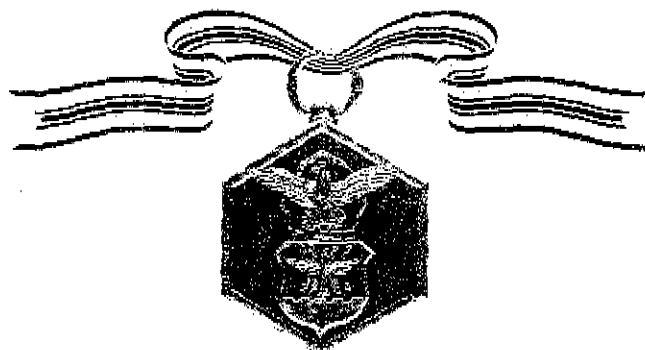
14 MAY 2003

A handwritten signature in black ink, appearing to read "T. Michael Moseley", is written over a horizontal line.

T. MICHAEL MOSELEY  
Lieutenant General USAF



**APPENDIX B**



## DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

### THE AIR FORCE COMMENDATION MEDAL

(FIRST OAK LEAF CLUSTER)

HAS BEEN AWARDED TO

**MAJOR MARGARET H. WITT**

FOR

OUTSTANDING ACHIEVEMENT

28 FEBRUARY 2003

ACCOMPLISHMENTS

Major Margaret H. Witt distinguished herself by outstanding achievement as Flight Nurse Examiner, 446th Aeromedical Evacuation Squadron, McChord Air Force Base, Washington. On 28 February 2003, Major Witt distinguished herself by coming to the aid of a critically ill passenger on board a commercial aircraft en route home from Seeb Air Force Base. Major Witt rendered emergency medical care to a 60 year old Department of Defense civilian who had collapsed on the floor of the aircraft. Using only the most basic medical equipment, Major Witt rendered life sustaining supportive care to the patient, consulted with the aircraft commander and made the recommendation that the aircraft divert to the nearest airfield with a hospital capable of caring for the patient. Her quick response to the emergency, her nursing professionalism, and dedication to the care of the patient without regard for own personal injury and safety represent the best traditions of Aeromedical Evacuation. The distinctive accomplishments of Major Witt reflect credit upon herself and the United States Air Force.

GIVEN UNDER MY HAND

13 DECEMBER 2003

ERIC W. CRABTREE, Colonel, USAFR  
Commander, 446th Airlift Wing



## APPENDIX C

**FIELD GRADE OFFICER PERFORMANCE REPORT (MAJ thru COL)**

**I. RATEE IDENTIFICATION DATA** (Read AFI 36-2406 carefully before filling in any item)

1. NAME (Last, First, Middle Initial) Witt, Margaret H.		2. SSN 532-52-6256	3. GRADE MAJ (Non-EAD)	4. DAFSC X46F3
5. PERIOD OF REPORT From: 13 Apr 2003 Thru: 12 Apr 2004		6. NO. DAYS SUPERVISION 366	7. REASON FOR REPORT Annual	
8. ORGANIZATION, COMMAND, LOCATION 446TH AEROMEDICAL EVACUATION SQUADRON (AMC), MCCORD AFB				9. PAS CODE T21LFLW0

**II. UNIT MISSION DESCRIPTION**

Augments active duty personnel in intertheater patient movements and provides integrated trained crews for contingency operations. Upon notification to mobilize, deploys aeromedical evacuation crews and supporting personnel with supporting assets to specified worldwide locations to perform flying strategic aeromedical evacuation missions.

**III. JOB DESCRIPTION**

1. DUTY TITLE:  
**FLIGHT NURSE EXAMINER**

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES:  
Responsible for evaluating assigned flight nurses in performance of their crew duties. Serves as instructor to unqualified and noncurrent flight nurses. Responsible for care of patients being moved via aeromedical evacuation. Coordinates activities of the medical crew to accomplish patient care in flight, as well as the safety of the patients and medical crew. Coordinates medical crew activities with the aircrew. **SIGNIFICANT ADDITIONAL DUTY:** Officer in Charge (OIC) of Ground Training. Provides guidance and direct assistance to squadron members on the transition to the C-17 aircraft, as well as certification on six other opportune aircraft

**IV. IMPACT ON MISSION ACCOMPLISHMENT**

- Outstanding Mission Manager-Coordination with Aircraft Commander, Medical Crew of 10 and 50 Duty PAX for seamless transitions during training mission with three RONs, three hotel changes and two aircraft changes
- Performed five months of additional active duty to support squadron during increased operational tempo
- Exhibits excellent knowledge of all aspects of worldwide aeromedical evacuation operations and policies
  - Volunteered as OIC of flight scheduling for training and operational missions to assure readiness
  - Responsible for launch and recovery for all unit training and operational missions during 5-month period
  - Maintained continuity in mission readiness and worldwide patient movement by assuring unit annual tour positions and responsibilities were filled in a timely manner in a time of significantly less available flyers
- Requalified rapidly following surgery and rehab from injury while deployed to Southwest Asia

V. PERFORMANCE FACTORS	DOES NOT MEET STANDARDS	MEETS STANDARDS
1. Job Knowledge Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle nonroutine situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Leadership Skills Sets and enforces standards. Motivates subordinates. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Professional Qualities Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Air Force standards. Accepts personal responsibility. Is fair and objective.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Organizational Skills Plans, coordinates, schedules, and uses resources effectively. Schedules work for self and others equitably and effectively. Anticipates and solves problems. Meets suspenses.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Judgment and Decisions Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities and acts to take advantage of them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Communication Skills Listens, speaks, and writes effectively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VI. RATER OVERALL ASSESSMENT RATEE NAME: Witt, Margaret H.

- As OIC of Ground Training, demonstrated excellent organizational and management skills by coordinating training and availability of airframes for certification of all squadron flyers on six different opportune aircraft
- Instrumental in communicating and coordinating with multiple other aeromedical units for cross-certification opportunities increasing overall worldwide capabilities and mission readiness of each squadron member
- Excellent mentor--created multiple unique training scenarios for students in initial upgrade training and requalification--often sought out by peers for advice on career advancement and educational opportunities
- Created oversheets for certifications and training to streamline process and assure continuity of documentation
- Takes on new responsibilities--stepped up to create schedule and bid for quarterly mission buys to assure quality training opportunities would be provided for returning deployed, and remaining, squadron members

Last performance feedback was accomplished on: 12 Oct 2003 (Consistent with the direction in AFI 36-2406. If not accomplished, state the reason.)

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION KENNETH H. WINSLOW, Major, USAFR 446th Aeromedical Evacuation Squadron (AMC) McChord Air Force Base, Washington	DUTY TITLE Flight Nurse Examiner-Ch, Aircrew Trng	DATE 15 MAY 2004
	SSN 6772	SIGNATURE <i>Kenneth H. Winslow</i>

VII. ADDITIONAL RATER OVERALL ASSESSMENT  CONCUR  NONCONCUR

- Outstanding squadron and Air Force representative--hand picked to coordinate humanitarian mission and patient transport with multiple civilian, military, government and DOD agencies assuring continuity of care
- Recognized leader--submitted by peers and selected by superiors as Officer of the Quarter Spring of 2003
- Voluntarily assumed overall responsibility for multiple sections within the squadron during unit mobilization assuring continuity and standards were maintained for new students, continuation training, and evaluations

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION THOMAS M. HANSEN, Major, USAFR, NC 446th Aeromedical Evacuation Squadron (AMC) McChord Air Force Base, Washington	DUTY TITLE Flight Nurse Examiner-Flt Cmdr, Training	DATE 15 MAY 2004
	SSN 3327	SIGNATURE <i>Thomas M. Hansen</i>

VIII. REVIEWER  CONCUR  NONCONCUR

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION ERIC W. CRABTREE, Colonel, USAFR 446th Airlift Wing (AMC) McChord Air Force Base, Washington	DUTY TITLE Commander	DATE MAY 18 2004
	SSN 0505	SIGNATURE <i>Eric W. Crabtree</i>

**Instructions**  
**All:** Recommendations must be based on performance and the potential based on that performance. Promotion recommendations are prohibited. Do not comment on completion of or enrollment in PME; advanced education, previous or anticipated promotion recommendations on AF Form 709, OER indorsement levels, family activities, marital status, race, sex, ethnic origin, age, or religion. All evaluators enter only last four numbers of SSN.  
**Rater:** Focus your evaluation in Section IV on what the officer did, how well he or she did it and how the officer contributed to mission accomplishment. Write in concise "bullet" format. Your comments in Section VI may include recommendations for assignment.  
**Additional Rater:** Carefully review the rater's evaluation to ensure it is accurate, unbiased and uninflated. If you disagree, you may ask the rater to review his or her evaluation. You may not direct a change in the evaluation. If you still disagree with the rater, mark "NON-CONCUR" and explain. You may include recommendations for assignment.  
**Reviewer:** Carefully review the rater's and additional rater's ratings and comments. If their evaluations are accurate, unbiased and uninflated, mark the form "CONCUR" and sign the form. If you disagree with previous evaluators, you may ask them to review their evaluations. You may not direct them to change their appraisals. If you still disagree with the additional rater, mark "NONCONCUR" and explain in Section VIII. Do not use "NONCONCUR" simply to provide comments on the report.

IX. ACQUISITION OR FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate review by marking the appropriate box(es) if applicable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	SIGNATURE			DATE

## APPENDIX D



DEPARTMENT OF THE AIR FORCE  
446th Aeromedical Evacuation Squadron (AFRC)  
McChord Air Force Base, Washington 98438-1326

1 Sep 03

MEMORANDUM FOR MAJOR MARGARET WITT

FROM: 446 AES/CC

SUBJECT: 446<sup>th</sup> Aeromedical Officer of the Quarter

1. I am please to inform you that you have received the Officer of the Quarter Award for 2003 Third Quarter.
2. The Officer of the Quarter Award is given only to those individuals who have demonstrated exceptional professionalism, leadership and service to our country. This Award is recognition for superior dedication not only to the United States Air Force, but to the civilian community as well.
3. CONGRATULATIONS on a job well done!

  
MARY L. WALKER, Colonel, USAFR, NC  
Commander

Officer of the  
Qtr  
and  
Letters of Apprec.

Major Witt is one of our most experienced flight nurses. She has logged over 2000 hours while transporting patients on six different airframes. She was recently presented with an Aerial Achievement Medal for her outstanding duty performance while voluntarily deployed to Southwest Asia. She flew over 18 sorties and transported well over 100 patients on three different airframes. Currently, Major Witt is my officer in charge of ground training. In the past year she has assured that 100% of the flyers in the squadron were trained on the new C-17 aircraft and qualified in the shortest time possible. She has also spearheaded programs to obtain certifications on three other airframes assuring squadron readiness and expanding our worldwide aeromedical evacuation capabilities. In the most recent ASEV(spell out) inspection, Major Witt was instrumental in the Training Flight receiving an overall "Excellent" rating. In addition to her training responsibilities, Major Witt has been a Flight Nurse Examiner since 1994. She is often sought out by her peers for her knowledge and experience with the aeromedical system.

On short notice request, Major Witt reported in on New Years day to fill a deployed position in Southwest Asia. When asked to fulfill three other rotations while there Major Witt could be counted on. Upon returning to the squadron she assumed many roles as over 80% of the unit had been activated and deployed. She continues to assure training for new members is completed in a timely manner and coordinates mission planning for training flights, airshows, operational missions and even one humanitarian mission. She has a take charge attitude and can be counted on to step up in times of need. Major Witt and her Charge Medical Technician stepped up when an emergency call went out for help aboard their commercial troop transport flight home from Southwest Asia. They administered medical care and coordinated for an aircraft diversion for a critically ill, DOD, passenger. Major Witt and the technician are being recommended for the Air Medal for there efforts. Major Witt is also being recognized for emergency care and direction she provided while deployed for an active duty firefighter injured on the scene of a fire at here base.

## APPENDIX E



## Qualifications

To be commissioned in the Air Force Nurse Corps you must:

- be a graduate of a school accredited by the National League for Nursing, and recognized by the Air Force Surgeon General.
- have a bachelor of science degree in nursing.
- be 18 years of age and not yet 40.
- meet physical requirements.
- be a U.S. citizen.

## More Benefits

- Excellent starting salary with regular pay increases
- May enter active duty at higher rank based on education and experience
- Eligibility for a \$5K sign-on bonus
- Tax-free housing and food allowances
- Comprehensive medical and dental care
- Salary continues if you're temporarily disabled and unable to work
- Generous pension plan for those who qualify
- \$200,000 life insurance for less than \$20 a month
- On-base grocery and department stores offer discount prices
- 30 days of vacation with pay each year
- A chance to work, live and travel overseas

As an Air Force Nurse you'll be a respected member of the world's best aerospace medical team. Plus, you'll experience pride and satisfaction in serving your country. Add in the benefits and it's an unbeatable package.

There's more—an esprit de corps that develops quickly and easily among members of the Air Force. You'll build friendships that will last a lifetime—not only with the people you work with, but outside the medical field as well.

## Find Out More.

The Air Force Nurse Corps offers you the opportunity to develop all your talents. Contact an Air Force health professions recruiter today. Call 1-800-423-USAF or visit us at: <http://hp.airforce.com>.

Whatever you do in life—Aim High.

Air Force Health Professions  
4500 9th Avenue NE, Suite 332  
Seattle, WA 98105-4762  
(800) 530-6962  
[usaftp@hotmail.com](mailto:usaftp@hotmail.com)

Information is subject to change.

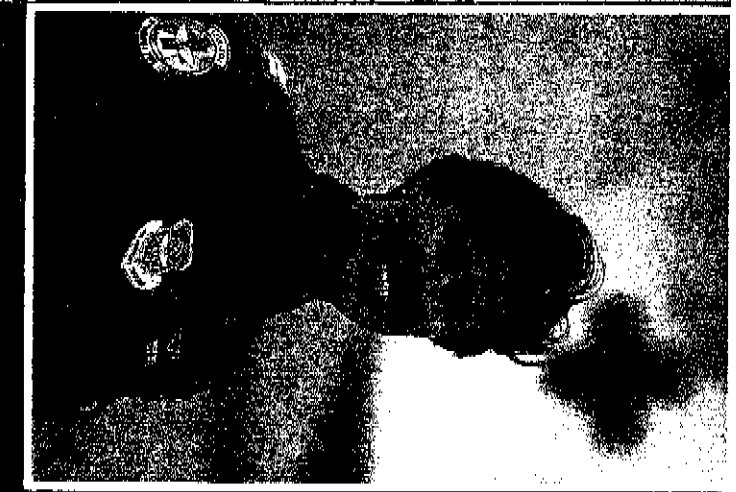
HPN 01-0113 is produced by Air Force Recruiting Service.



# Air Force Nurse Corps

# & Nursing & More





# Choice in The Air Force Nurse Corps

When you cross into the blue, you get a world of choice. You can choose to work in a hospital, a clinic, a flight nurse, or a community health center. You can choose to work in a field hospital, a mobile surgical team, or a medical evacuation unit. You can choose to work in a research facility, a teaching hospital, or a military installation. You can choose to work in a civilian hospital, a military hospital, or a military installation. You can choose to work in a civilian hospital, a military hospital, or a military installation.

# MAKE A

# DIFFERENCE

It's great feeling knowing your skills are valued. Our nurses are first-class. They know that when they're in the Air Force, they're in the best of the best. They know that when they're in the Air Force, they're in the best of the best. They know that when they're in the Air Force, they're in the best of the best.



This is an opportunity for experienced Air Force nurses. Not everyone who applies is accepted, and those who are accepted usually serve a single tour.

## An Air Force Nurse

As an Air Force nurse, you'll be part of a military organization. This means wearing uniforms, learning and following regulations and Air Force customs and courtesies. Yes, this is different, but we'll give you the tools you'll need to feel at home.

While you're on active duty you will wear some form of military uniform. It may be scrubs, the battle dress uniform (BDUs) on wards and clinics, or service dress in an administrative setting. There are also uniforms for formal occasions, or for specialized duty such as flight nursing

After you enter active duty, you'll spend four-weeks and three-days at the Commissioned Officer Training course at Maxwell AFB in Montgomery, Ala.

There you'll learn the military requirements of your new life—such as how to wear the uniform and what the standards are for personal grooming. For instance, if you're a woman, you don't need to cut your hair short, you just need to wear it in a style that is neat and clears the bottom edge of your collar.

You'll learn who and where to salute and you'll get experience working as part of a team. You'll also develop management and leadership skills. After you complete the course, you'll be sent to your first assignment.



## Nursing and More

The Air Force places high value on your nursing skills. Plus, it offers you the opportunity to develop all your talents.

An Air Force nursing career has both depth and breadth.

As a member of the Air Force Nurse Corps you'll work side-by-side with some of the finest professionals in the field. You'll be an integral part of a team of physicians, pharmacists, dietitians, therapists and other allied health professionals. We'll put your professional expertise to work where it should be—in the care and well-being of patients.

The Air Force needs nurses who are energetic, honest, dedicated, visionary and caring. If that describes you, there may be a place for you on our health care team.

You may enter with specialized experience or you may get experience after joining our team. Here's a list of the specialties:

- Anesthesia
- Coronary Care
- Family Practice
- Intensive Care

- Medical/Surgical
- Mental Health
- Midwifery
- OB/GYN
- Operating Room
- Pediatrics

## Other Opportunities

If you meet the requirements, you may apply for one of our nurse practitioner programs—OB/GYN, midwifery, or anesthesia. Each program offers the opportunity for certification.

At times the Air Force provides emergency medical care during man-made and natural disasters. You may serve on an Air Force Mobility Hospital Team, ready to travel when the need arises. If so, you'll receive regular training in packing and preparing hospital supplies, setting up hospital tents and treating patients during mass casualty conditions.

An exciting, though limited, opportunity is flight nursing. Flight nurses are part of critical care transport teams. This program is open to experienced nurses only, and not everyone is accepted. If selected, you'll attend a six-week course that includes special

training in caring for patients under high altitude and shifting cabin pressures. The opportunity for traveling, flying and caring for patients at 30,000 feet is a challenge many nurses want.

## Professional Growth

If you want to earn a graduate degree, the Air Force has programs to help you pay expense. Take approved courses during your off-duty time and we'll pay up to 75 percent of your tuition. Also, each year the Air Force sends qualified nurses to full-time graduate study courses at civilian universities. If you're selected, you'll receive your full Air Force salary and we'll pay your tuition and fees. Plus, you'll have opportunities to attend professional seminars and conferences.

## Leadership and Management

As an Air Force nurse and officer, you'll have opportunities for formal training as well as hands-on experience in leadership and management. In addition, there's no loss of seniority when moving to other hospitals and clinics.

**APPENDIX F**



DEPARTMENT OF THE AIR FORCE  
446<sup>th</sup> Aeromedical Evacuation Squadron (AFRC)  
McChord Air Force Base, Washington 98438-1326

5 Nov 2004

MEMORANDUM FOR Major Margaret H. Witt

FROM: 446<sup>th</sup> AES/CC

SUBJECT: Denial of Participation

This is to notify you that I have initiated administrative separation actions against you under the provisions of AFI 36-3209, due to homosexual conduct. Under the provisions of AFMAN 36-8001, Chapter 1, Table 1.2, Note 3, you may not participate in any pay or point activity pending resolution of separation action.

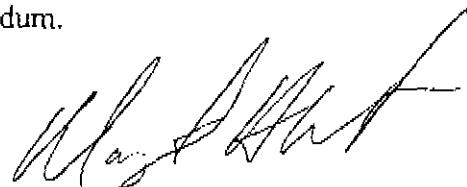


MARY L. WALKER, Colonel, USAFR, NC  
Commander

1<sup>st</sup> Ind, Major Margaret H. Witt

Memorandum for Commander, 446<sup>th</sup> Aeromedical Evacuation Squadron

I acknowledge receipt and understanding of your memorandum.



MARGARET H. WITT, Major  
USAFR, NC

## APPENDIX G



## DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

FEB 23 2006

MEMORANDUM FOR MAJOR MARGARET H. WITT  
1022 W 19TH AVE.  
SPOKANE WA 99203

FROM: HQ AFRC/DPM  
155 Richard Ray Blvd  
Robins AFB GA 31098-1635

SUBJECT: Notification of Initiation of Separation Action under AFI 36-3209

1. By this memorandum, discharge action is being initiated against you for homosexual conduct. The authority for this discharge action is AFI 36-3209, Chapter 2, paragraph 2.20. Information regarding your entitlement to submit statements about your case, the lawful usage of such statements and their disclosure is provided in the attached Privacy Act Statement (Atch 1). A description of the reasons for this discharge action is set forth in the attached Statement of Reasons (Atch 2) along with supporting documents. AFI 36-3209 is available for your review at your servicing Military Personnel Flight (MPF). Supporting documents from investigative reports may be obtained by contacting Captain Catron a Judge Advocate as indicated in paragraph 3a. The types of discharge authorized are Honorable, General (Under Honorable Conditions) and Under Other Than Honorable Conditions. The type of discharge recommended in your case is an Honorable Conditions Discharge.
2. Within 24-hours after you receive this memorandum, you must complete and return the attached Acknowledgment of Receipt (Atch 3) of this memorandum.
3. The following is a summary of your rights:
  - a. You are entitled to consult with a military legal counsel who is qualified under Article 27(B)(1), Uniform Code of Military Justice (UCMJ), at no cost to you. You may also consult with civilian legal counsel of your choice, but at your own expense. Captain Catron, a Judge Advocate who is qualified under Article 27(B)(1), UCMJ, has been designated to represent you in connection with this separation action. His mailing address is HQ AFRC/JAS, 255 Richard Ray Blvd, Suite 227, Robins AFB GA 31098-1637. His phone numbers are DSN 497-1588, toll free 1-800-458-5391, commercial (478) 327-1588, or fax commercial (478) 327-0032, fax DSN 497-0032.
  - b. Within 15-days after you receive this memorandum, you may request to have your case heard by an administrative discharge board at this headquarters by completing and returning the attached form requesting a board hearing (Atch 4). Here are some other matters you should know regarding a board hearing:

(1) Subject to your availability and desire, you may appear at the board hearing with or without legal counsel, or you may be represented at the board hearing by your legal counsel in your absence.

(2) At your request, you will be represented at the board hearing, at no cost to you, by either Captain Catron or any other military legal counsel of your choice provided he or she is reasonably available. Whether military legal counsel of your choice is reasonably available shall be determined by his or her commander upon inquiry by this headquarters. Unless expressly waived by you, the qualifications of military legal counsel of your choice must be equal to those of the board recorder under Article 27, UCMJ. In lieu of, or in addition to military legal counsel, you may be represented by civilian legal counsel.

(3) You will not be reimbursed for any expenses incident to making a personal appearance at the board hearing. However, upon your request, this headquarters will publish and furnish you an invitational travel order containing a fund citation to enable you to make a personal appearance at the board hearing. The invitational travel order will direct the use of military air transportation, if available, and will authorize travel by commercial transportation only when military air transportation is not available. No per diem will be authorized by the invitational travel order.

(4) Your failure to appear at the board hearing, after you have indicated your intention to appear, will result in your case being heard by the board in your absence on the basis of all the evidence then available.

(5) At any time, you may submit any statements or other documents which you desire to be considered in the disposition of your case. All evidence to be submitted to the board for the hearing in chief will be provided to the opposing party no later than five business days prior to the scheduled hearing. This includes a list of expected witness and a summary of expected testimony. Failure to comply may cause a delay or significant recess in the hearing.

(6) If you elect to have a board hearing, it will be scheduled to convene at this headquarters at the earliest possible date.

(7) If you need additional time to prepare for or to attend the board hearing, either you or your legal counsel may submit a written request for a delay stating the reason(s) therefore and the additional time needed. The request must be submitted in sufficient time to reach this headquarters before the scheduled date of the board hearing. Approval or disapproval of the request will be made by the discharge authority or his designated representative.

(8) Information regarding an administrative discharge board is provided in Atch 5.

c. Within 15-days after you receive this memorandum, you may waive your right to have your case heard by an administrative discharge board by completing and returning the attached form evidencing your waiver (Atch 6). If you elect to waive this right:

(1) You may, at the time of your election or at any time thereafter while your case is being processed, submit any statements or other documents which you desire to be considered in the disposition of your case. You may submit your statements or documents directly to this office or through your designated military legal counsel (Captain Catron) or any other military or civilian legal counsel of your choice. If you desire to submit statements or documents to be considered in the disposition of your case, complete paragraph 1a of Attachment 7 and return to us within 15 days after acknowledging receipt of this memorandum. Your failure to respond on the selection of such rights, or to request a delay, within 15-days after receipt of this memorandum constitutes a waiver of your rights to be personally present and to be represented by counsel of your choice at an administrative discharge board hearing and will result in the case being considered by an administrative discharge board in your absence.

(2) Also, if you desire to waive your right to submit statements or documents to be considered in the disposition of your case, complete paragraph 1b of Attachment 7 and return to us within 15-days after acknowledging receipt of this memorandum.

(3) You are entitled to consult with legal counsel. If you desire to waive your right to legal counsel, complete paragraph 2 of Attachment 7 and return to us.

(4) Your case will be processed under AFI 36-3209, Chapter 2, Section C.

d. You may tender your resignation under AFI 36-3209, Chapter 4, paragraph 2.46.3, by completing and returning the attached Tender of Resignation (Atch 8) to HQ AFRC/DPML, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, at any time before the Secretary of the Air Force has announced a final decision in your case. If you submit your Tender of Resignation prior to the convening of the discharge board, further action in connection with the convening of the discharge board will be suspended pending a decision by the Secretary of the Air Force on your Tender of Resignation. If your Tender of Resignation is accepted, separation action will be terminated. If it is not accepted, the discharge board will be convened. If you submit your Tender of Resignation after the discharge board has been convened, the board hearing will continue to completion unless your Tender of Resignation is accepted before the board proceedings are completed.


4. Within 15-days after receiving this memorandum, you must select one of the following options:

a. Request for Administrative Discharge Board Hearing. If you select this option, complete and return Attachment 4.

b. Waiver of Administrative Discharge Board Hearing. If you select this option, complete and return Attachment 6.

c. Submission of Statements/Documents. If you select this option, complete and return Attachment 7.

- d. Tender of Resignation. If you select this option, complete and return Attachment 8.
5. Your failure to make an election will result in the convening of a discharge board to hear your case. You will be notified of the time and place the board will be convened. You should consult with your counsel prior to making an election.
6. Return envelopes (Atch 9) are provided for your convenience.



DEBORAH S. DIVICH, Lt Col, USAF  
Deputy Chief, Military Personnel Division  
Directorate of Personnel

Attachments:

1. Privacy Act Statement
2. Statements of Reasons w/  
Supporting Documentation
3. Acknowledgment of Receipt
4. Request for Board Hearing
5. Discharge Board Information
6. Waiver of Board Hearing
7. Submission of Statements/Documents
8. Tender of Resignation
9. Return Envelopes (3)

cc:

HQ AFRC/JAS

## APPENDIX H

15 MAR 06  
DATE

MEMORANDUM FOR HQ AFRC/DPM  
155 Richard Ray Blvd  
Robins AFB GA 31098-1635

FROM: Major Margaret H. Witt

SUBJECT: Request for Administrative Discharge Board Hearing

1. In response to your memorandum dated 23 Feb 06, which <sup>I received on 6 Mar 06</sup> notifying me that separation action has been initiated against me under AFI 36-3209, Chapter 2, Section C, I hereby elect to have my case heard by an administrative discharge board. I also have selected the options indicated in my answers to the questions below.

a. Do I desire to make a personal appearance at the board hearing? Yes X No      If my answer is "yes," do I also desire an invitational travel order to enable me to attend the board hearing? Yes X No     .

b. Do I desire to be represented by my designated military legal counsel? Yes X No     . Capt Kevin Catron

c. Do I desire to be represented by military legal counsel of my choice? Yes      No X. If my answer is "yes," the name, grade, organization, location, and telephone number of military legal counsel of my choice are as follows:

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

d. Do I desire to be represented by civilian legal counsel? Yes X No     . If my answer is "yes," the name, address, and telephone number of civilian legal counsel are as follows:

James E Lohsenz & Nicki McCraw Lohsenz@carneylaw.com  
Carney Radley Spellman, P.S. McCraw@ccarneylaw.com  
701 Fifth Ave, Suite 3600  
Seattle, WA 98104 (206) 622-8020




e. Do I desire the presence of any witnesses at the board hearing to testify in my behalf? Yes  No . If my answer is "yes," I have indicated on the reverse side of this form and on such additional sheets as necessary the name, address, and telephone number of each such witness, a summary of each such witness' expected testimony, an explanation of the relevancy of the testimony to separation or characterization of my military service, and an explanation why the affidavit or the disposition of each such witness would not be sufficient.

2. I understand if I need additional time to prepare for or to attend the board hearing, either I or my legal counsel may submit a written request for a delay stating the reason(s) therefore and the additional time required. I also understand the request must be submitted in sufficient time to reach you before the scheduled date of the board hearing, and approval or disapproval of the request will be made by the discharge authority or his designated representative.

3. I understand my failure to appear at the board hearing, after I have indicated my intention to appear, will result in my case being heard by the board in my absence on the basis of all the evidence then available.

4. I further understand the date of my board hearing will be set at the earliest possible date.

  
(SIGNATURE)

**WITNESSES WHOM I DESIRE TO HAVE PRESENT AT ADMINISTRATIVE  
DISCHARGE BOARD TO TESTIFY**

- 1. Lieutenant Colonel Janette Moore-Harbert  
Commander, 446<sup>th</sup> Aeromedical Evacuation Squadron (AFRC)  
McChord Air Force Base, Washington 98438-1326  
(253) 982- 7214**

The witness would be expected to testify that she is familiar with the work performance of Major Witt, that she knows Major Witt to be an exceptional officer, is aware that Major Witt's performance of her duties is outstanding and exemplary in all respects, that there is a shortage of qualified flight nurses at the present time, and that in her opinion discharge of Major Witt would not be in the best interests of the United States Air Force.

This testimony is highly relevant given the provisions of AFI 36-3209, Chapter 2, Para 2.30.3 which provides in part that a commander is not required to initiate discharge proceedings, a board is not required to recommend discharge, and a discharge authority is not required to approve a discharge for homosexual conduct, if the commander, board or discharge authority determines that separation of the member would not be in the best interest of the armed forces.

An affidavit would not be an adequate substitute for the witness' live testimony, because the members of the discharge board cannot question an affidavit. The members of the board would want to question the witness as to why she felt discharge would not be in the best interests of the armed forces, and they would not be able to do so unless she was present.