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| Commanding Officer/Commander  United States Coast Guard  Unit Name | 1000 Street Address  City, ST 00000  Phone: ( )  E-mail: From line’s email    1510  12 Mmm 2017 |

**MEMORANDUM**

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| From: | F. M. Last, Rank  Unit |  |  |
| To: | COMDT (CG-128) | | |
| Thru: | (1) Unit CMC  (2) Gold Badge CMC, i.e. CGD SEVEN (dcmc) | | |
| Subj: | CANCELLATION REQUEST FOR CPOA/230442 or SELC/501799 CONVENING DD MMM YYYY | | |

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1. Request cancellation of members name and EMPLID, orders to attend the Chief Petty Officer Academy (CPOACAD)/Senior Enlisted Leadership Course (SELC) Session # convening DD Month YYYY. Member no longer meets eligibility requirements for advancement due to (state reason: loss of recommendation, etc.). Member is currently listed as # \_\_\_ on the May YYYY Servicewide Exam Advancement Eligibility List for (RATE).

2. Member fully understands there will be limited opportunities to attend this course in the future and may need to re-compete for advancement.

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Copy: CG PSC (EPM-2) Assignment Officer

CG PSC (EPM-1)

CG PPC (ADV)