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| Commanding Officer/Commander United States Coast GuardUnit Name  | 1000 Street AddressCity, ST 00000Phone: ( ) E-mail: From line’s email151012 Mmm 2017 |

**MEMORANDUM**

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| From: | F. M. Last, RankUnit |  |  |
| 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)