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| Commanding Officer  United States Coast Guard  [UNIT] | [ADDRESS]  [CITY], [ST] [ZIP CODE]  Phone:  Fax:    1754  [DD Mmm 2014] |

**MEMORANDUM**

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| From: | Command, First, MI. Last, Rank [Unit requesting VA(s) resources] |  | Reply to Attn of: |
| To:  Thru: | Command, First, MI. Last, Rank  [Major Command O6 & above]  Command, First, MI. Last, Rank [Where VA(s) resources will come from] | | |
| Subj: | COMMAND VICTIM ADVOCATE (VA) REQUIREMENT WAIVER | | |

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| Ref: | 1. Sexual Assault Prevention and Response (SAPR) Program, COMDTINST   M1754.10 (series) 2. ALCOAST 126/14 |

1. Per references (a) and (b), I am requesting authorization to use VA(s) from [unit(s) name where VA(s) are assigned] to fulfill my command’s VA requirements as outline in reference (b) from [Date to Date, cannot exceed 1 year].
2. I have worked with [unit(s) name where VA(s) are assigned] and our SARC, [name of SARC], in this arrangement to share VA resources. With approval of this arrangement, my unit’s personnel will have access to X VAs, which will fulfill the requirements of reference (b). (If only one VA is being requested, provide the name of the second, internal VA.)
3. This arrangement will logically satisfy the needs of my unit’s personnel since [unit(s) name where VA(s) are assigned] is within a close proximately of XX miles of my command.
4. I understand that this waiver can only last up to one year and that I must resubmit following that expiration if my command still needs VA resources.
5. If approved, I will have the VA(s) from [unit(s) name where VA(s) are assigned] introduced to my command on Date and provide their contact information to my command’s personnel via email as well as posting this information at a conspicuous command location and included on the unit’s Sexual Assault Response Wallet Cards. I will also designate the VA(s) from [unit(s) name where VA(s) are assigned] in writing as my command’s VA(s).
6. I appreciate your consideration in this matter. I am committed to upholding the policies laid out in references (a) and (b) throughout my command, as we work to eradicate sexual assault from our Coast Guard.

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FIRST ENDORSEMENT

From: Command, First, MI. Last, Rank [Where VA(s) resources will come from]

To: Command, First, MI. Last, Rank [Unit requesting VA(s) resources]

1. I acknowledge that I have worked with [Unit requesting VA(s) resources] and our SARC, [name of SARC], in this arrangement to share VA resources from, [Date to Date]. At that time this agreement will be reviewed and resubmitted, if VA resources are still needed.

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Copy: [Unit’s SARC, Both Unit’s Chains of Command]