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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    1410  12 Mmm 2017 |

**MEMORANDUM**

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| From: | F. M. Last, Rate1, Employee ID, USCG |  |  |
| To: | COMDT (CG-128) | | |
| Thru: | (1) Unit  (2) Gold Badge CMC, i.e. CGD SEVEN (dcmc)  (3) First Flag Officer, i.e. CGD SEVEN (d) | | |
| Subj:  Ref: | WAIVER REQUEST FOR CPOA/230442 or SELC/501799 CONVENING DD MMM YYYY  (a) Enlistments, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series) (b) COMDT COGARD Washington DC 301232Z MAR 16 ALCOAST 122/16  (c) COMDT COGARD Washington DC 071021Z NOV 16 ALCOAST 401/16 | | |
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1. I am requesting cancellation of my orders to attend the Chief Petty Officer Academy (CPOACAD)/Senior Enlisted Leadership Course (SELC) session # convening DD Month YYYY due to (detailed extenuating circumstances). I am number \_\_\_ on the May YYYY RateC/CM service-wide exam.

2. Additionally, I am requesting to have the requirement of attending the CPOACAD/SELC prior to advancing to E7/E9 waived.

3. I fully understand there will be limited opportunities to attend this course in the future.

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Copy: CG PSC (EPM-2) Assignment Officer

CG PSC (EPM-1)

CG PPC (ADV)