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| 1001 |
| 26 Aug 2021 |

**MEMORANDUM**

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| ~For~ for: | |  |  |  |
| From: | Name Empl ID |  | ~Reply~Reply to  Attn of: |  |
| To: | CG PSC (rpm-1) |  |  |  |
| Thru: | [Enter Thru] |  |  |  |
|  |  |  |  |  |
| Subj: | request for reserve commission | | | |
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| Ref: | 1. ALCGPSC 000/21 | | | |

1. Per reference (a), I hereby submit my request for consideration for a commission in the U.S. Coast Guard Reserve – Individual Ready Reserve (IRR) or Selected Reserve (SELRES). My approved Separation Authorization and retention physical (Form CG-2697) are attached.
2. I contacted RPM-2 Assignments at [HQS-SMB-CGPSC-rpm-2-Assignments@uscg.mil](mailto:HQS-SMB-CGPSC-rpm-2-Assignments@uscg.mil) on the following date: **\_\_\_\_\_\_\_\_\_\_ \_.**
3. I updated My Email and My Phone Numbers sections in Direct Access to include a non-Coast Guard email and phone number.
4. I respectfully request acknowledgement of receipt of this memo.

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| Enclosure: | | 1. Separation Authorization 2. Retention Physical, CG-2697 |
| Dist: | [Optional Dist] | |
| Copy: | [Optional Copy] | |
| Blind Copy: | | [Optional Blind Copy] |