|  |  |
| --- | --- |
| Commander  United States Coast Guard  Unit | Unit Address    1420  DD Month YYYY |

**MEMORANDUM**

|  |  |  |  |
| --- | --- | --- | --- |
| From: | First M. Last, Rank  Unit | Reply to Attn of: |  |

|  |  |
| --- | --- |
| To: | CG PSC (RPM-1) |
| Thru: | First Flag/SES Non HQ Units |
| Subj: | FROCKING REQUEST FOR PROPER RANK FIRST M. LAST, USCG |

|  |  |
| --- | --- |
| Ref: | 1. Officer Accessions, Evaluation, and Promotions Manual, COMDTINST M1000.3 (series) 2. Reserve Policy Manual, COMDTINST M1001.28 (series) 3. PYXX Rank Selection Message, ALCGPSC ###/YY 4. Optional-PIN # for Senate Conf Num. |

1. In accordance with references (a) and (b), I request to frock Rank First Last, EMPLID, to the rank of XXXXXXX (rank) effective DD Month YYYY.
2. Reason for frocking (discuss eligibility/reason from the manual and/or circumstances at unit requiring frocking).
3. Should you have any questions, please do not hesitate to contact Rank Last Name at (###) ###-####.

#

|  |  |
| --- | --- |
|  |  |