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| CommanderUnited States Coast GuardUnit | Unit Address1420DD Month YYYY |

**MEMORANDUM**

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| From: | First M. Last, RankUnit | Reply toAttn of: |  |

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

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| 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.
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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 (###) ###-####.

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