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| Your Directorate or Office United States Coast Guard Unit Name | Street  City, ST ZIP  Staff Symbol:  Phone:  Email:    1000  DD Mmm YYYY |

**MEMORANDUM**

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| From: | First M. Last, RANK  CG UNIT |  |  |
| To: | President, Reserve Intelligence Advanced Education Panel | | |
| Thru: | Unit Commanding Officer | | |
| Subj: | APPLICATION FOR THE NATIONAL INTELLIGENCE UNIVERSITY FALL 2026 RESERVE MONTHLY EXECUTIVE PROGRAM | | |

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| Ref: | 1. ALCGRSV XXX/25 2. National Intelligence University website: [www.ni-u.edu](http://www.ni-u.edu) |

1. In accordance with reference (a), I request to be considered for the National Intelligence University Fall 2026 Reserve Monthly Executive Program.
2. Provide your reason for applying to the MEP.
3. Candidates with previous CG intelligence tours should describe their experience in the intelligence specialty. Candidates without a prior intelligence tour should note their past involvement with intelligence and why they are interested in the intelligence specialty. List any specialized training courses that are not reflected in your record (e.g., DoD/OGA classes, seminars, etc.).
4. I have reviewed references (a) and (b) and certify I meet the admission and eligibility requirements outlined for the National Intelligence University Fall 2026 Reserve Monthly Executive Program.

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Memo format: Application is limited to a maximum of two pages, single-spaced paragraphs, 12-point font, with 1” margins.

1000   
DD Mmm YYYY

FIRST ENDORSEMENT on MBR memo 1000 of DD Mmm YYYY

From: Unit Commanding Officer

To: President, Reserve Intelligence Advanced Education Panel

Subj: APPLICATION FOR THE NATIONAL INTELLIGENCE UNIVERSITY FALL 2026 RESERVE MONTHLY EXECUTIVE PROGRAM

1. Commands must address the applicant’s interest, ability, and potential service value as related to the curriculum.

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Endorsement format: Endorsements are limited to a maximum of one page, single-spaced paragraphs, 12-point font, with 1” margins.