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| Your Directorate or Office United States Coast Guard Unit Name | Street  City, ST ZIP  Staff Symbol:  Phone:  Email:    1400  DD Mmm YYYY |

**MEMORANDUM**

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| From: | First M. Last, RANK  CG UNIT |  |  |
| To: | CG PSC-RPM-1 | | |
| Thru: | Unit Commanding Officer | | |
| Subj: | COMMUNICATION TO THE NAME OF BOARD/PANEL (EX: PY26 IDPL CDR SELECTION) | | |

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| Ref: | 1. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) 2. Guidance and Eligibility Criteria for Officer Personnel Boards and Panels, PSCINST   1401.1 (series) 3. ALCOAST 219/25 |

1. In accordance with references (a) through (c), I am submitting this communication to the Insert Board/Panel Name to invite attention to Specific Matter of record (ex: CG-3307 of DD Month YYYY) found in my Coast Guard Military Human Resource Record (CGMHRR).
2. Provide your reason for the communication to the board/panel. Highlighted portions of this template will need to be updated or removed if not applicable.
3. Officers desiring to submit communications to a Board/Panel Board must follow the guidelines provided in Article 3.A.4.f of reference (a) and paragraph 10.d of reference (b). Communications from officers are subject to the same restrictions as Officer Evaluation Report Prohibited Comments outlined in Section 5.I of reference (A), as announced in ALCOAST 219/25.
4. Communications shall be sent via email as a command-endorsed, electronically signed memo to HQS-SMB-CGPSC-RPM-BOARDSPANELS@uscg.mil to arrive no later than the day before the Board/Panel convenes. Early submission of communications is required to allow adequate time for correction should a submission contain unauthorized content.
5. I have reviewed the submission requirements outlined references (a) through (c) prior to submitting this communication for consideration.

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