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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: AY26 R-MCAP) | | |

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| Ref: | 1. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series) 2. Guidance and Eligibility Criteria for Enlisted Personnel Boards and Panels,   PSCINST 1401.2 (series) |

1. In accordance with references (a) and (b), 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. Enlisted members desiring to submit communications to a Board/Panel must follow the guidelines provided in Article 5.H of reference (d) and paragraph 10.f of reference (e).
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) and (b) prior to submitting this communication for consideration.

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