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| Your Directorate or Office United States Coast Guard Unit Name | Street  City, ST ZIP  Staff Symbol:  Phone:  Email:    1001  DD Mmm YYYY |

**MEMORANDUM**

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| --- | --- | --- | --- |
| From: | First M. Last, RANK  CG UNIT IF APPLICABLE |  |  |
| To: | CG PSC-RPM-1 | | |
| Subj: | REQUEST FOR RESERVE COMMISSION | | |

|  |  |
| --- | --- |
| Ref: | 1. ALCGPSC XXX/25 2. Military Separations, COMDTINST 1000.4 (series) |

1. In accordance with references (a) and (b), I hereby submit my request for consideration for a commission in the U.S. Coast Guard Reserve – Individual Ready Reserve (IRR) or Selected Reserve (SELRES). My approved Separation Authorization and retention physical (Form DD-2697) are enclosed.
2. I contacted RPM-2 Assignments at [HQS-SMB-CGPSC-rpm-2-Assignments@uscg.mil](mailto:HQS-SMB-CGPSC-rpm-2-Assignments@uscg.mil) on the following date: **\_\_\_\_\_\_\_\_\_\_ \_.**
3. I updated my email address and phone numbers in Direct Access to include a non-Coast Guard email and phone number.
4. I have reviewed Article 1.G of reference (b) regarding the policies for requesting a commission in the U.S. Coast Guard Reserve.

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Enclosures: (1) Separation Authorization  
 (2) DD-2697

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.