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| CommandantUnited States Coast Guard | 22703 Martin Luther King Jr. Ave SEWashington, DC 20593-7907Staff Symbol: CG-133Phone: (202) 475-5399Email:HQS-PolicyandStandards@uscg.mil7220DD MMM YYYY |

**MEMORANDUM**

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| From: | F.M. LAST, RATEUNIT | Reply to Attn of: | UnitPOC RANK/NAME |
| To:Thru: | COMDT (CG-1M1)UNIT (if applicable) |
| Subj: | WAIVER REQUEST FOR THE FYXX [INCENTIVE TYPE] BONUS  |

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| Ref: | 1. COMDT COGARD Washington DC XXXX MMM YY/ ALCOAST XXX/YY
2. Military Bonus and Incentive Programs, COMDTINST M7220.2A (series)
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1. In accordance with reference (a), request a waiver for the FYYY [TYPE OF BONUS] for [member name, rank and emplid].
2. STATE REASON FOR REQUEST, e.g. member obligated service prior to message being released. If administrative error or miscounseling, state the specific administrative error or miscounseling that occurred. In all cases provide any amplifying information to substantiate the waiver request.
3. Provide documentation as applicable (contracts, annexes, etc.) as enclosures and ensure to submit with waiver request to the following HQS-Policyandstandards@uscg.mil.

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