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| Commandant  United States Coast Guard | 22703 Martin Luther King Jr. Ave SE  Washington, DC 20593-7907  Staff Symbol: CG-133  Phone: (202) 475-5399  Email:HQS-PolicyandStandards@uscg.mil      7220  DD MMM YYYY |

**MEMORANDUM**

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| From: | F.M. LAST, RATE  UNIT | Reply to Attn of: | Unit  POC 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) |

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](mailto:HQS-Policyandstandards@uscg.mil).

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