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| Commander  United States Coast Guard  Unit Name | Unit Address  Mail Stop XXXX  City, State Zip  Staff Symbol: CG-XXXX  Phone: ((000) 000-0000  1812  dd Mmm yyyy |

**MEMORANDUM**

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| From: | RATE First MI. Last, EMPLID  Unit |  |  |
| To: | CG PSC-EPM-1 | | |
| Thru: | CG Unit | | |
| Subj: | SERVICE RETIREMENT REQUEST IN LIEU OF ADMINISTRATIVE DISCHARGE (RILD) | | |

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| Ref: | 1. Military Separations, COMDTINST 1000.4C (series), Article 3.J.1 |

1. I request to retire in lieu of administrative discharge.
2. I understand with this request I may not request a date to retire. If my request is approved, CG PSC-EPM-1 will select the date for retirement.
3. I understand if this request is approved, I will no longer be eligible for advancement and Servicewide competition, or my name will be removed from present eligibility lists, as appropriate.
4. I understand if I request to cancel this retirement, Commander (PSC-epm) will consider this request based solely on Service needs. If such cancellation is approved, it will not entitle me to reinstatement in the current Servicewide competition or on the existing eligibility list. Further advancement would require re-competition.
5. I further understand that if I am being processed under the Physical Disability Evaluation System, my request for retirement could be terminated.
6. The zip code of my intended home of selection is \_\_\_\_\_\_\_\_\_\_\_.

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