**EMAIL template for members who are awaiting action of a medical or physical evaluation board:**

From: (your unit)

To: **HQS-SMB-CGPSC-RPM-R-HYT@uscg.mil**

Cc: (your SPO)

Subject: RATE NAME, (EMPLID), USCGR – 20XX R-HYT PENDING MEDICAL OR PHYSICAL EVALUATION BOARD

1. SNM is awaiting action of a medical or physical evaluation board and has been identified as a 20XX R-HYT candidate.

2. Request validation per ALCGRSV XXX/XX. SNM understands that he/she may submit a PGP waiver request, however, his/her request will be held in abeyance pending the adjudication of his/her PDES case.

3. POC: xxxxxxxxxxx, (xxx)xxx-xxxx.