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| Your Directorate or Office United States Coast Guard | Street  City, ST ZIP  Staff Symbol:  Phone:  Email:    1000  DD Mmm YYYY |

**MEMORANDUM**

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| From: | First M. Last, RANK  CG UNIT |  |  |
| To: | PY25 RCM Designation Board | | |
| Thru: | Your CO | | |
| Subj: | RCM DESIGNATION APPLICATION | | |

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| Ref: | 1. ALCGPSC XXX/24 |

1. BACKGROUND: Describe your background with the Coast Guard Reserve and how it will help you be successful as an RCM (100-word max).

2. ISSUE PAPER: In the following paragraphs, succinctly present your opinion or ideas on a reserve-focused topic, policy, or procedure that needs improvement, and propose solutions or modifications to improve this issue.

3. RCM Applications your response to a maximum of two pages.

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SSIC   
DD Mmm YYYY

FIRST ENDORSEMENT on MBR memo of DD Mmm YYYY

From: Unit CO

To: PY25 RCM Designation Board

Subj: RCM DESIGNATION APPLICATION

1. Commands must address the applicant’s ability to lead the Coast Guard Reserve Component, their readiness, and support the unit’s Reserve and Active Duty components.
2. Command endorsements are limited to one page.

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