|  |  |
| --- | --- |
| CommanderUnited States Coast Guard | Address:Phone:  Email: 1001DD MMM YYYY  |

**MEMORANDUM**

|  |  |
| --- | --- |
| From: | RANK First MI Last, EMPLID |

|  |  |
| --- | --- |
| To: | CG PSC-RPM-1  |
| Subj: | request for RETENTION ON ACTIVE STATUS |

|  |  |
| --- | --- |
| Ref: | 1. ACN 139/20
2. Reserve Policy Manual, COMDTINST M1001.28 (series)
 |

1. In accordance with references (a) and (b), I hereby submit my request for retention on active status in the U.S. Coast Guard Reserve – Individual Ready Reserve (IRR) – and additional promotion year consideration on the Inactive Duty Promotion List. My approved Separation Authorization is attached.
2. I respectfully request acknowledgement of receipt of this memo.

#

|  |  |
| --- | --- |
| Enclosure: | (1) Separation Authorization  |