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| Commander  United States Coast Guard | Address:  Phone:  Email:    1001  DD MMM YYYY |

**MEMORANDUM**

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| From: | RANK First MI Last, EMPLID |

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

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| 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.

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| Enclosure: | (1) Separation Authorization |