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dd mmm yyyy

## MEMORANDUM

From: I.M. Member, rate, emplid  
CG Unit

To: CG PSC-epm  
Thru: M.Y.CO, rank  
CG Unit

Subj: 2012 CAREER RETENTION SCREENING PANEL (CRSP) INVOLUNTARY  
RETIREMENT APPEAL

Ref: (a) COMCOGARD PSC Arlington VA 201814Z Jan 12/ALCGENL 007/12

1. In accordance with references (a), I request an appeal of the 2012 Career Retention Screening Panel's (CRSP) recommendation to involuntarily retire me based on (material error, newly discovered evidence, or the presence of improper documents in my personnel data record (PDR)).

2. (State why your appeal should be granted. Narrate your account of the material error, newly discovered evidence, or presence of improper documents in your PDR and how you feel the presence of such information, or lack thereof, negatively affected or influenced the panel's decision.)

- a. State the circumstances, facts, and/or factors you feel had bearing on the panel's decision and why you feel it was incorrect.
- b. Memo should be typed in Times New Roman, 12-pt font.
- c. Memo should be no more than 2 pages in length.
- d. Command endorsement is limited to signature endorsement.

3. I understand the opportunity to submit an appeal will commence on the DTG of ALCGPSC CRSP continued service message, and will remain in effect for 15 calendar days thereafter.

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