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MEMORANDUM

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

To: CG PSC (epm-1)
Thru: M. Y. CO, rating
CG Unit

Subj: ACTIVE DUTY WORKFORCE MANAGEMENT VOLUNTARY SEPARATION AND
SELECTED RESERVE (SELRES) BONUS REQUEST

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6A (series), ch. 12
(b) COMDT COGARD Washington DC 251926Z JUN 10/ALCOAST 333/10
(c) COMCOGARD PSC Arlington VA 281320Z JUN 10/ALCGENL 102/10
(d) COMDT COGARD Washington DC 111648Z JUN 10/ALCOAST 304/10

1. In accordance with refs (a) thru (c), I request early separation from the Coast Guard. (Mention obligated service or time in grade (TIG) waivers, if applicable). I desire to affiliate with the Select Reserve (SELRES) and receive the CY10 SELRES bonus announced in ref (d). My final place of residence will be (city and state).

2. I understand that I must agree to affiliate in the reserves for 3 years in a critical rating or execute an agreement for a change in rating. Furthermore, I understand that I must immediately affiliate in the reserves to avoid any break in service, if not; education benefits will be impacted.

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FIRST ENDORSEMENT

From: I. M. CO, rating
CG Unit

To: CG PSC (epm-1)

1. I recommend/do not recommend approval of (member's) request for voluntary separation from the Coast Guard in accordance with refs (a) and (b).

2. (Member's) separation will/will not have a significant impact on (unit). (Unit) is/is not able to absorb a gap in (member's) position, if a backfill is not readily available. (Elaborate on the situation if necessary). (Member) has expressed his/her desire to leave the Service (may enter reason or not). It is/is not best to allow member to voluntarily separate.

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