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dd mmm yyyy

MEMORANDUM

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

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

Subj: COMMUNICATION TO 2012 CAREER RETENTION SCREENING PANEL

Ref: (a) COMDT COGARD Washington DC 132040Z Jan 12/ALCOAST 025/12
(b) COMCOGARD PSC Arlington VA 201814Z Jan 12/ALCGENL 007/12

1. In accordance with references (a) and (b), I respectfully request consideration of the following mitigating information in support of my record for the Career Retention Screening Panel (CRSP).
2. (List the negative or substandard event you are rebutting (i.e. unsat conduct, NJP, court martial, alcohol incident, performance probation, loss of security clearance, government credit card delinquency/revocation or EER's; with the most recent event listed first.

Restrictions: Information contained in this memo should directly relate to the CRSP candidate and address mitigating factors specific to the member's substandard performance and/or event. Information or comments related to third parties or their background and any medical or psychological conditions, whether factual or speculative, are prohibited. Additionally, information alluding to past or present investigative, criminal, or administrative proceedings regarding third parties will not be accepted).

- a. For each item, state the circumstances, assessments, comments and/or facts you feel have bearing on the event and/or lessen the impact of said event.
- 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 only.
- e. No attachments or enclosures will be accepted.

3. I understand that this request must be submitted and received by PSC-epm-1 no later than 30 April 2012 for review by the CRSP.

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