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| CommandantUnited States Coast Guard |  2703 Martin Luther King Ave SE Washington, DC 20593-7213 Staff Symbol: CG-LMJ Phone: (202) 372-38XX 5812 [DATE] |

**MEMORANDUM**

From: [COMMANDING OFFICER/OFFICER IN CHARGE] Reply to

 Attn of:

To: [MEMBER, EMPLID, USCG]

Subj: [TEMPLATE] PUNITIVE LETTER OF [REPRIMAND/ADMONITION]

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| Ref: | (a) Article 15, UCMJ (b) Military Justice Manual, COMDTINST M5810.1G at 2.M.(c) Discipline & Conduct Manual, COMDTINST M1600.2 at 1.E |
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1. In accordance with references (a), (b), and (c), you are hereby [REPRIMANDED or ADMONISHED] for your conduct at [PLACE] on [DATE]. You behaved in a reproachable manner in that you [SPECIFY THE EXACT CONDUCT BEING ADMONISHED OR REPRIMANDED, EXPLAINING SURROUNDING FACTS AND CIRCUMSTANCES].
2. You are advised of your right to appeal to [APPROPRIATE NJP APPEAL AUTHORITY] in accordance with Section 2.U. of reference (b).

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Copy: PSC [epm/opm AS APPROPRIATE] for filing in [MEMBER’S] record

 [DATE]

FIRST ENDORSEMENT ON [UNIT] LTR 5812 DTD [DATE]

From: [MEMBER, EMPLID, USCG]

To: [COMMANDING OFFICER/OFFICER-IN-CHARGE]

Subj: punitive letter of [reprimand/admonition]

1. I acknowledge receipt of the referenced punitive letter.

[MEMBER]

Copy: PSC [epm/opm AS APPROPRIATE] for filing in [MEMBER’S] record