

Cancellation Request Messages must be sent when a member has been issued orders to a school* and the unit requests to cancel the orders. **If the cancellation will affect the operational capability of the unit, ensure that your Operational Commander is notified and concurs with the request prior to submitting it.**

If orders have not been issued, a message is not required. The unit may submit a new ETR and simply call TQC to cancel the training request.

***Use the Pre-Arrival Waiver Message for cancellation of pipeline training**

CANCELLATION REQUEST TEMPLATE

R
FM UNIT
TO COGARD TQC CHESAPEAKE VA
INFO COMDT COGARD WASHINGTON DC//CG-133*//
CHAIN OF COMMAND
OTHER AFFECTED AFLOAT OR ASHORE UNITS
BT
UNCLAS //3502//
SUBJ: CANCELLATION REQUEST FOR CWOPD/501614 (2WK) or 500736 (3WK), CLCVN
DATE**
1. REQUEST CANX QUOTA FOR MEMBER RANK & NAME, EMPLID.
2. MEMBER UNABLE TO ATTEND DUE TO REASON***.
3. OPTIONAL: REQUEST MEMBER BE RESCHEDULED TO ATTEND COURSE AT A LATER
(OR SPECIFIC) DATE.
4. POC: NAME/RANK/TELEPHONE NUMBER.
BT
NNNN

* COURSE MANAGER (CG-###) CAN BE FOUND IN THE MASTER TRAINING LIST(MTL)
<http://cgweb.comdt.uscg.mil/g-ocu/programs/MTL.htm>

** COURSE TITLE/COURSE CODE/CLCVN DATE CAN BE FOUND THE TQC WEBSITE.

*** CHOOSE ONE OF THE FOLLOWING REASONS:

- a. MEDICAL REASONS
- b. FAILURE TO MEET WEIGHT STANDARDS
- c. ADMINISTRATIVE REASONS
- d. OPERATIONAL COMMITMENTS
- e. FAILURE TO MEET PREREQUISITES
- f. FAMILY EMERGENCY/HARDSHIP

EXAMPLE CANCELLATION REQUEST

R
FM USCGC ALWAYSBUSY
TO COGARD TQC CHESAPEAKE VA
INFO COMDT COGARD WASHINGTON DC//CG-133//
COGARD CHAINOFCOMMAND
USCGC AFFECTED UNIT
BT
UNCLAS//3502//
SUBJ: CANCELLATION REQUEST FOR CWOPD/501614, CLCVN 14SEP08
1. REQUEST CANX QUOTA FOR CWO2 JOHNNY L. GARCIA, EMPLID 1234567.
2. CWO GARCIA UNABLE TO ATTEND DUE TO MEDICAL/NFFFD.
3. POC: LTJG SQUARED A. WAY (888) 888-8888.
BT
NNNN