

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer/Commander  
United States Coast Guard  
Unit Name

1000 Street Address  
City, ST 00000  
Phone: ( )  
E-mail: From line's email

1510  
12 Mmm 2016

## MEMORANDUM

From: F. M. Last, Rate1, Employee ID, USCG

To: COMDT (CG-12C)

Thru: (1) Unit  
(2) Gold Badge CMC, i.e. CGD SEVEN (dcmc)

Subj: CANCELLATION REQUEST FOR CPOA/230442 or SELC/501799 CONVENING  
DD MMM YYYY

1. I am requesting cancellation of my orders to attend the Chief Petty Officer Academy (CPOACAD)/Senior Enlisted Leadership Course (SELC) session # convening DD Month YYYY due to (losing eligibility to advance or other). I am number \_\_\_ on the May YYYY RateC/CM service-wide exam.

2. I fully understand there will be limited opportunities to attend this course in the future.

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