

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard

Unit Address
City, State, Zip
Phone: xxx-xxx-xxxx

1336
DD Month YYYY

MEMORANDUM

From: I. M. GOOD, CAPT
CG TRACEN Example

Reply to
Attn of:

To: CG PSC (epm-2)

Subj: RECOMMENDATION FOR REASSIGNMENT DUE TO UNSUITABILITY FOR
SPECIAL DUTY

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E.4

1. In accordance with reference (a), OSC First M. Last, EMPLID, USCG(R) is no longer considered suitable for continued special duty due to no fault of their own / result of their own actions (choose one).

2. Expiration of active obligated service : DD Month YYYY

3. Reporting date to current unit: DD Month YYYY

4. Number of and location of dependents and household effects: XX dependents and household effects are located at 123 Street, City, ST, zip. Specify if any dependents are in the special needs program.

5. Reason for reassignment: Give detailed, specific reasons (including documentation) as to background leading to the commands request. Ensure this paragraph backs the original reason (no fault/own action).

6. If reason is no fault of the member, this paragraph should discuss the member's ability to perform in another capacity (e.g- OSC LastName possesses the skills, knowledge, and work ethic to succeed as an OSC).

7. If above reason was due to the member's own actions, this paragraph should state if disciplinary action pending.

8. OSC LastName has been offered the opportunity to submit a rebuttal. OSC LastName has submitted/declined (use only if reason due to the member's own actions).

9. OSC LastName's duty preferences are listed on a command endorsed E-Resume dtd: DD Month YYYY.

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Enclosures: (1) CG-3307
(2) EER dtd DD Month YYYY