

**UNITED STATES COAST GUARD AUXILIARY
TWENTY SEVENTH DISTRICT**



John Q Member
District Commodore
1792 Auxiliary Avenue
Any City, Any State Any Zip Code
000-000-0000

22 August 2014

MEMORANDUM

From: J.Q. Member, DCO
CGD Twenty-Eleven

Reply to DCO Member
Attn of: (000) 000-0000

To: Auxiliarist First MI Last, MEMBER # 0000000

Subj: NOTICE OF INVESTIGATION PURSUANT TO AUXILIARY MANUAL 3.F.3.B.

Ref: (a) Auxiliary Manual, COMDTINST M16790.1G

1. I have completed the preliminary review of the allegations of misconduct alleged against you by _____ in his Request for Investigation dated on the ____ day of _____ 20__.
2. The allegations were previously provided to you in the Notice of Request for Investigation dated on the ____ day of _____ 20__.
3. I have determined that an investigation is warranted and appointed _____ on the ____ day of _____ 20__ to conduct the investigation into the allegations and to submit an investigative report containing his/her conclusions and recommendations to me by the ____ day of _____, 20__.
4. As I previously advised you, you have the right to address, in writing, the investigator or investigating committee prior to the investigator or investigating committee's report to me. You should contact the investigator or investigating committee by e-mail to determine the deadline for submitting your response.

COMO John Q. Member, DCO 27
1792 Auxiliary Avenue
Any City, Any State Any Zip Code

Copy: DIRAUX
DCDR-Div _____
DSO-LP
Mbr. File