

**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: AUXILIRIST FIRST MI LAST, Member # 0000000

Subj: NOTICE OF REQUEST FOR INVESTIGATION

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

1. Pursuant to Reference (a) Chapter 3, subsection F.2.b, this is to inform you that you are the subject of a request for investigative action.

2. The basic grounds for the request are that you violated Coast Guard or Coast Guard Auxiliary policy or policies on the dates and at the times specified below and in the following manner:

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3. The request for investigation was submitted by\_\_\_\_\_.

4. My initial plan of action is to conduct a preliminary investigation to determine if the allegations warrant further investigation. If I determine that the allegations warrant further investigation I shall appoint an investigator or investigating committee to submit a report to me containing findings and recommendations. You will be notified, in writing, if I determine that the allegations warrant further investigation.

5. You are advised that you have the right to address, in writing, the investigator or investigating committee, if one is appointed, prior to the submission to me of any findings and recommendations.

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DCDR-Div \_\_\_\_\_  
DSO-LP  
Mbr. File