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| |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | Commanding Officer  United States Coast Guard  Unit Name | | |  | | --- | | Unit Address  Staff Symbol: (xx)  Phone:  Fax: |   1130  DD MMM YYYY | |

**MEMORANDUM**

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| From: | First M. Last (Commanding Officer)  Unit Name |  |  |

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| To: | First M. Last  Unit Name |
| Subj: | DESIGNATION AS THE CG RECRUITING LIAISON |
| |  |  | | --- | --- | | Ref: |  | | 1. Servicewide Initiatives to Maximize Military Recruiting, ALCOAST 176/22 2. Recruiting Initiative, Coast Guard Recruiting Liaison Program, ALCGPSC 084/22 3. Coast Guard Recruiting Manual, COMDTINST M1100.2G (series) 4. Everyone is a Recruiter Incentive Program User Guide, PSCINST 1120.1 (series) |

1. You are hereby designated as the Unit Recruiting Liaison Officer/Chief/Senior Chief/Master Chief. You should familiarize yourself with references (a) through (d).
2. You will be the point of contact for Recruiting Office XXX. You will work with the Recruiter in Charge to provide exposure to potential applicants through unit visits and internships, seek opportunities to coordinate for major community events with static displays, and assist with facilitating officer interviews. You have my full support and are highly encouraged to seek innovative ways to engage with the local community and the Recruiting Office.
3. This designation shall remain in effect until you are transferred, or until rescinded by me.

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| Copy: (1) CG RC  (2) CG RUITOFF XXX |
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