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|  | CommandantUnited States Coast Guard |  | Unit AddressUnit Phone Number16247 |

**MEMORANDUM**

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| From: | CO/OIC/MILPERS CO NAMEUnit Name | Reply to Attn of: | Unit POC (not applicant)Unit POC number |
| To: | Applicants Name |
| Subj:Ref: | LAW ENFORCEMENT OFFICER SAFETY ACT (LEOSA) APPLICANT VERIFICATION (a) Law Enforcement Officers Safety Act (LEOSA) Credentialing Program, COMDTINST 16247.14(b) 18 U.S.C. § 926C |

1. This memorandum validates that the applicant, INSERT APPLICANTS FULL NAME, is currently on INSERT ACTIVE OR RESERVE duty, is a qualified [INSERT SPECIFIC CERTIFICATION: Coast Guard Boarding Officer, or Coast Guard Security Forces Officer, or Coast Guard Investigative Service Special Agent], but is no longer assigned to a Law Enforcement position, and meets all requirements outlined in REF (a) to apply for LEOSA credentials under REF (b). [INSERT APPLICANT’S FULL NAME]’s Lautenberg Amendment, DD 2760 annual compliance was completed within the last 12-month period on [INSERT DATE].
2. At any time the member becomes ineligible to carry a firearm in accordance with REF (a) or (b) they are required to surrender their credentials to their command. The command may retain the credential and reissue to the member upon validation that they are in compliance with firearms carriage requirements in accordance with REF (a) and (b). If the member is unable to comply with firearms carriage requirements or departs from the unit before compliance can be proven, the command will mail the credentials to:

COMDT (CG-MLE-2)

Attn: LEOSA Program Manager
2703 MARTIN LUTHER KING JR AVE SE STOP 7516
WASHINGTON, DC 20593-7516

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