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|  | [Commandant]  United States Coast Guard |  | [Unit Address]  [Unit Phone Number]    16247 |

**MEMORANDUM**

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| From: | [CO/OIC/CO MILPERS NAME]  [Unit Name] | Reply to Attn of: | [Unit POC (not applicant)]  [Unit POC number] | |
| To: | [Applicant 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. § 926B | | |

1. This memorandum validates that the applicant, [INSERT APPLICANT'S FULL NAME], is currently on INSERT ACTIVE OR RESERVE duty, is currently a command certified [INSERT SPECIFIC CERTIFICATION: Coast Guard Boarding Officer, or Coast Guard Security Forces Officer, or Coast Guard Investigative Service Special Agent], 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. If the member becomes ineligible to carry a firearm or the member’s law enforcement officer certification lapses in accordance with REF (a) or (b), the member executes permanent change of station (PCS) orders, the member is released from Active or Reserve Duty, or the member retires; they are required to surrender their credentials to the command. The command may retain the credential and reissue to the member upon recertification in accordance with REF (a) and (b). If the member is unable to recertify or departs from the unit, 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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