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| Commanding Officer  United States Coast Guard  Community Services Command | Battlefield Tech Center 1, Suite 500  510 Independence Pkwy  Chesapeake, VA 23320-2681  Phone: (757) 842-xxxx  Email: officialname@uscg.mil  SSIC  XX Mon XXXX |

**MEMORANDUM**

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| From: | J.M. Coastie, CAPT  Base Neverhome | Reply to Attn of: | Name of POC  (xxx) xxx-xxxx |
| To: | X. XXXXXX, CPO  Base Neverhome | | |
| Thru: | Base XXXX MWR Director | | |
| Subj: | SINGLE COASTIE PROGRAM (SCP) COODINATOR AND ALTERNATE | | |

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| Ref: | 1. Single Coastie Program Standard Operation Procedures |

1. **Purpose:** This memorandum serves to officially designate [Primary Coordinator’s Name] as the Single Coastie Program (SCP) Coordinator and [Alternate Coordinator’s Name] as the Alternate SCP Coordinator for [Unit Name]. This appointment aligns reference (a) to enhance the quality of life for single Coast Guard service members.
2. **Responsibilities**:

As the SCP Coordinator, [Primary Coordinator’s Name] will:

* Oversee the day-to-day management and execution of SCP initiatives.
* Serve as the primary point of contact for all SCP-related matters.
* Coordinate and plan activities that align with program objectives.
* Maintain accurate records and submit required documentation.
* Work closely with leadership and the SCP Advisory Committee.
* Ensure effective communication and engagement with program participants.

As the Alternate SCP Coordinator, [Alternate Coordinator’s Name] will:

* Assist the SCP Coordinator in program execution and planning.
* Assume responsibilities in the absence of the SCP Coordinator.
* Provide additional support to ensure the program’s success.

1. **Authority & Oversight:** Both [Primary Coordinator’s Name] and [Alternate Coordinator’s Name] are authorized to act on behalf of the command regarding SCP matters and will report directly to [Supervising Officer/Title]. They are responsible for ensuring compliance with all applicable policies and fostering an inclusive and supportive environment for program participants.
2. **Effective Date:**  
   This designation is effective as of [Start Date] and will remain in effect until further notice.

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