



Coast Guard Mutual Assistance Disapproval/Appeal Statement

From: CGMA Representative _____
(CGMA Representative's Location)

To: _____
(CGMA Client's Last Name, First Name, and Middle Initial)

(SSN, Rate/Rank, Unit)

Subj: Request for Assistance

1. We regret that Coast Guard Mutual Assistance (CGMA) is unable to provide the assistance you have requested. Requests for assistance must be based on financial need, and assistance must be provided in accordance with CGMA policies. After careful review and evaluation, it was determined that your request did not meet these guidelines and was denied for the following reasons:

2. If you believe your case merits further consideration, you have the option to appeal to the Executive Director. If your appeal is approved, assistance will be provided as authorized. If it is disapproved, you may make one final appeal to the CGMA Board of Control.
3. To initiate the appeal process you must indicate in writing why you feel your request merits further consideration. You may add any new or additional supporting documentation with the appeal request. You may also discuss your case, if you wish, with another member of your command. This may be your supervisor, the Command Master Chief, the Executive Officer, or others within your chain-of-command. You may ask that individual to submit an endorsement that will accompany your request for assistance throughout the appeal process.

CGMA Representative's Signature: _____ Date: _____

Copy: CGMA-HQ