



## MEMORANDUM

From: Coast Guard Mutual Assistance Representative, Reply to  
(Insert name of Rep's unit) Attn of:

To: (Insert name of designated CGMA Assistant Representative)

Subj: APPOINTMENT AS CGMA ASSISTANT REPRESENTATIVE

Ref: (a) CGMA Manual, Paragraph 2-F-1

1. Under the provisions of reference (a), and with your consent, you are hereby appointed as a CGMA Assistant Representative, (insert unit name).
2. You (are) (are not) authorized to approve CGMA loans of up to (If authorized to approve, insert amount up to a maximum of \$3,000).
3. You (are) (are not) authorized to sign CGMA checks.
4. Please indicate your acceptance of this appointment by endorsement hereon. Upon acceptance of this appointment, you are to complete the CGMA Assistant Representative Information and Certification Form (CGMA Form 20a) and the Relief of CGMA Representative or Assistant Representative Audit Form (CGMA Form 21) (if custody of CGMA checks changes)in accordance with reference (a).

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(Today's Date)

### FIRST ENDORSEMENT

From: (Insert Name of designated Assistant CGMA Representative)

To: CGMA Representative, (Insert name of CGMA Representative's unit)

1. I hereby accept appointment as CGMA Assistant Representative, (insert unit name).
2. Completed CGMA Forms 20a and 21 are attached, and copies have been sent to the Regional Director.

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Enclosures: (1) CGMA Form 20a  
(2) CGMA Form 21

Figure (2.F.2)  
Jul 2009