DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

INTERIM RESPONSE

1. From: *(Office, Directorate, Command)*

2. To: *(Inquiry Originator)*

3. Date: *(G-ICA Only)*	**4. Interim reply to your inquiry:** *(Describe: Control number, date, and subject. Attach a copy of inquiry)*

5. Remarks:

Select ONE of the following options *(5a **or** 5b, **Not Both**)*

5a. ☐ We are unable to respond to your inquiry and have forwarded it to:

Unit Name:	
Address:	
POC Name:	Telephone:

☐ For Direct Reply

☐ To Obtain Information for us

☐ To Comply with Your Request

☐ Other: *(Explain)* _____

OR

5b. ☐ We will respond to your inquiry but need more time.

This is the reason for the delay:
Currently, we have this information for you:
We expect to send a final reply on: _____ (Date)

6. Name	**Grade**	**Title**
7. Signature *(by direction)*		**Date**

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INSTRUCTIONS FOR COMPLETING FORM CG-4217

Ref: A. USCG Correspondence Manual COMDTINST M5216.4c
B. Commandant G-ICA Congressional Correspondence Manual

1. Self-explanatory.
2. Name or office of inquiry origin. *(Follow protocol)*

   To: The Honorable John Doe
   U. S. Senate (or House of Representatives)
   Washington, DC 20510 (or 20515)

3. Leave blank, G-ICA will stamp the date before sending form to the inquiry originator.
4. Reference the inquiry. Provide the control number, date, and subject. Attach a copy of the inquiry.
5. Select one of the following options:

   5a. Select this response if the inquiry will be forwarded to another directorate, command, or unit for further information or assistance.

   OR

   5b. Select this response if action office will respond and draft a reply to the inquiry, but won't send the response within the accepted time.

   - Clearly explain the reason for the delay.

     Examples of acceptable reasons are:

     - We need more time to research facts for a response.
     - The subject matter expert is not available now, but will be available *(month, day and year)*.
     - We have gathered facts, but due to the complication of the inquiry we have not reached an agreement on how to respond yet.

     Examples of unacceptable reasons are:

     - We misplaced the inquiry.
     - The inquiry sat in my inbox.
     - The inquiry was assigned to the wrong individual, etc.

   - Provide any current information that you have available at this time.
   - Ensure the final reply is provided no later the date listed.

6. Leave blank, the Coast Guard House or Senate Liaison Officer will stamp this section.
7. Leave blank, the Coast Guard House or Senate Liaison Officer will sign in black or blue ink.

Note: The time line rules still apply to interim responses regarding Congressionals as per Chapter 3 Section C in the Correspondence Manual COMDTINST M5216.4C

Reset