

EXAMPLE

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Office Symbol

Date

MEMORANDUM FOR SOLDIER MEDICAL READINESS CENTER

SUBJECT: Special Forces, Airborne, Ranger, Sniper, Warrant Officer, Ranger, OCS, etc.

1. **Soldier Name** and **SSN** is not pending any UCMJ or adverse action. Soldier is not flagged or barred from re-enlistment.
2. POC for this memo is the undersigned at (XXX) XXX-XXXX.

Commander's Signature Block  
XXX, USA  
Commanding