

ORGANIZATION
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE 12345-1234

OFFICE SYMBOL

Date

MEMORANDUM FOR NCOA FORT MCCOY COMMANDANT

SUBJECT: Missing Organizational and Individual Equipment (OCIE) to no fault of the Soldier

1. The unit Supply Sergeant listed below certifies that **RNK LName, FName MI.** (DODID) is missing the following items to no fault of the Soldier.

Missing Item	Reason

2. Point of contact for this memo is **XXXX** at (email address) or (phone number).

NAME (ALL CAPS)
SSG, XX
Supply Sergeant

NAME (ALL CAPS)
CPT, XX
Commanding