

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

OFFICE SYMBOL

Date

MEMORANDUM FOR NCOA FORT MCCOY COMMANDANT

SUBJECT: Incomplete or unserviceable Army Green Service Uniform (AGSU) or Army Service Uniform (ASU) to no fault of the Soldier

1. The unit Supply Sergeant listed below certifies that the listed Soldier(s) do not have a complete and/or serviceable AGSU or ASU to no fault of the Soldier.

Rank	Last Name	First Name	DoD ID	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