



DEPARTMENT OF THE ARMY  
(YOUR UNIT ADDRESS STREET)  
(YOUR UNIT ADDRESS POST/ZIPCODE)

XXXX-XX

DD/MM/YYYY

MEMORANDUM FOR Commander, HQ, USAREC, ATTN: RCRO-HS-AN-(AECF),  
Room 2002, 1307 3rd Avenue, FT Knox, KY 40121-2726

SUBJECT: MILPO/PSB/PSC verification of applicant's eligibility for the AMEDD Enlisted  
Commissioning Program for SGT Doe, Jane, 123-45-6789.

1. A local records check has been made and the applicant is administratively qualified for appointment as a Commissioned Officer in accordance with AR 135-100 and/or has prepared the necessary request(s) for waivers.
2. The applicant does not have any pending UCMJ action, bar to reenlistment and is not flagged.
3. There is evidence of a security clearance of secret based on a National Agency Check, which includes the date the clearance was granted or initiated.
4. The applicant who holds MOS 91 W/M6 is currently licensed to practice as an LPN/LVN.
5. The applicant is/is not currently on assignment or pending reassignment.
6. This action is/is not in contravention of AR 600-8-2.
7. POC is the undersigned at DSN 123-4567 or commercial 123-456-7890.

John E Doe  
CPT, AG  
Personnel