



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

UNIT OFFICE SYMBOL

Today's Date

MEMORANDUM FOR RECORD

SUBJECT: USAREC Sole Parent Acknowledgement

1. I, (Rank First Name Last Name) am currently a single parent with a valid Family Care Plan (FCP) in place. I am currently assigned to: (Unit Name, full street address, zip code). The status of my Family Care Plan can be verified with my (Commander or First Sergeant) at (____) ____ - ____ or (enter CDR or 1SG e-mail address).
2. My long term care giver is (First and Last name) and resides in (City, ST). I am aware I will have to establish a short term care plan for my child(ren) at my new duty station. My family and I understand the mission tempo and demands of USAREC. My family currently consists of myself, and my (enter amount here) child(ren) (enter first names, last names and ages for each child), and I have (full, partial or joint) custody, with primary physical custody of my child(ren). I understand that my Family Care Plan must remain viable and operational no matter the location to which I am assigned IAW AR 600-20, para 5-5.
3. The point of contact for this memorandum is the undersigned at (____) ____ - ____ or sample.a.soldier.mil@mail.mil.

SAMPLE A. SOLDIER
SFC, USA
111ST REC BDE