



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNIT INFORMATION
UNIT INFORMATION
FORT LIBERTY NORTH CAROLINA 28310-5000

OFFICE SYMBOL

Date

MEMORANDUM FOR FORT LIBERTY CIF

SUBJECT: CIF Equipment Turn-In

1. The purpose of this memorandum is to request that (Service Member's Full Name / last 4 or DoD ID) to turn-in their TA-50 in lieu of orders.
2. Service member has a separation date of (insert date here) and is waiting for their separation orders to be cut due to delays at transitions. Service member's terminal leave starts on (insert date) and ends on (insert date).
3. Point of Contact for this memorandum is (Insert POC's Name, phone number, and email address).

JANE D. DOE
CPT, IN
Commanding