# ORGANIZATION

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

OFFICE SYMBOL Date MEMORANDUM FOR XXXX NCOA 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.

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| **Rank** | **Last Name** | **First Name** | **DoD ID** | **Reason** |
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1. Point of contact for this memo is XXXX at (email address) or (phone number).

# NAME (ALL CAPS) NAME (ALL CAPS)

SSG, XX CPT, XX

Supply Sergeant Commanding