

# **EXAMPLE OF SOLDIER'S STATEMENT**

DEPARTMENT OF THE ARMY  
ANY UNIT  
ANY HEADQUARTERS  
ANYTOWN, USA 00000-0000

Office of the Commander

DATE:

**MEMORANDUM FOR COMMANDER US Army Garrison, Hawaii ATTN: APVG-GH  
Schofield Barracks, Hawaii 96857**

**SUBJECT: Early Return of Dependents**

**1. YOUR EXPLANATION OF THE CIRCUMSTANCES.**

**2. I have been counseled that early return of my Family members should only be the last resort to solve the problem. I understand that upon departure of my Family members, my COLA, VHA, and government housing will be affected and it is my responsibility to check with my PAC and the housing office to effect any required changes. I understand that return travel at government expense is not authorized. I understand that if my Family members return to Hawaii, it will be at my own expense. I also understand that re-command sponsorship will be very difficult to obtain, if at all.**

**3. POC for this action is YOUR NAME AND NUMBER.**

**YOUR NAME  
YOUR RANK, USA**