

Fort Hood ESD Digital REFRAD Memorandum Request

1. Date submitted by SM: _____

2. SM full name & rank (first name, middle initial, last name; your name must appear as it does in your military record):

3. SM email address (.mil email address preferred due to PII):

4. SM phone #: _____

5. DoD ID #: _____

6. Which memo are you requesting?

_____ **REFRAD Memo** Used by commissioned Officers & Warrant Officers seeking release from service.

_____ **(Initial)** Your requested memo will be completed within **4 BUSINESS DAYS** of this request (the day we receive this request serves as day zero). We will upload a digital copy of the memo to your ArmyIgnitED student record. You may also pick up a hard copy of the memo at the front desk. Your completed memo and transcripts will be held at the front desk for 30 days before being shred due to PII.