

Instructions:

Instructions: If MPD website is experiencing technical issue with obtaining the Levy Brief Certificate, please provide the memorandum for record documenting the error in an effort to avoid delay in submitting a Levy Packet. The attached template document will be used as a provisional acknowledgment of a Soldier's completion of the Online Levy Brief when the MPD website is down, preventing access to the official certificate. This document serves the same purpose as the certificate, affirming that the Soldier has reviewed and understood the Levy Brief instructions, and acknowledges the requirement to book travel through the Government Travel Office. The MFR ensures continuity of processes and compliance, even when technical issues prevent the issuance of standard documentation. It remains valid until the website is restored and a formal certificate can be issued.

Reassignment Work Center

DSN 315-757-2089 | Email: usarmy.humphreys.id-pacific.mbx.mpd-reassignment@army.mil



DEPARTMENT OF THE ARMY
UNIT # 15041
APO AP

OFFICE SYMBOL

25 April 2024

MEMORANDUM FOR RECORD

SUBJECT: Acknowledgement of Completion of Online Levy Brief in Lieu of Certificate due to Website Downtime

This memorandum serves to acknowledge the completion of the online levy brief by the **RANK LAST, FIRST MI**, despite the inability to obtain a certificate due to current system errors on the Military Personnel Division (MPD) website.

1. Due to unexpected system errors, the MPD website is currently unavailable, preventing the issuance and downloading of completion certificates for the online levy brief.
2. It is hereby certified that the undersigned Soldier has completed the online levy brief. The content of the levy instructions has been thoroughly reviewed and acknowledged as described in the online briefing session.
3. The undersigned Soldier acknowledges the necessity to comply with all procedures and requirements discussed during the online levy brief, including the obligation to arrange for airline/transportation tickets exclusively through the Government Travel Office as stipulated by official travel regulations.
4. This memorandum is intended to serve with the same validity and effect as the standard completion certificate normally issued through the MPD website, validating that all briefing content has been reviewed and understood by the Soldier.
5. For any inquiries or further verification needs, please contact Point of Contact for this Memorandum **Soldier's Name, Email, Phone, DSN.**

Digital Signature
SOLDIER NAME
Rank, Unit