OFFICE SYMBOL 22 November 2022

MEMORANDUM FOR RECORD

SUBJECT: Agreement to transfer CSP# H-1234 to spouse.

1. I, name of CSP sponsor, am agreeing to transfer the Sponsorship of my relationship and name of children, to my husband, husband’s name. In doing so, I understand that I am also not authorized to ship household goods to my next duty station.
2. The reasoning for this transfer is due to reason, extending my DEROS beyond my husband’s DEROS. The transfer of CSP # H-1234 will lessen the financial and emotion burden that would otherwise occur.
3. The point of contact for this memorandum is the undersigned at 010-1234-5678 or @mail.mil.

NAME OF CURRENT CSP SOLDIER NAME OF TRANSFER SOLDIER

RANK RANK

UNIT UNIT

 Signature

Witness (Commissioned Officer): Name, Rank, Unit