

OFFICE SYMBOL DATE

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-PDV-S), 1600 Spearhead Division Avenue Dept. 471, Fort Knox, Kentucky 40122-5407

SUBJECT: Character Statement for RANK John M. Doe

1. How you know Soldier/ Experience/ Evaluation of Soldier.

2. Character. Recommendations for Soldier to be retained/ why.

3. Point of contact for this action is RANK First M. Last, at (###) ###-#### or e-mail address.

Encl FIRST NAME MI. LAST NAME *(Soldier)*

1. Name of Enclosure SSG, USA

Drill Sergeant