



DEPARTMENT OF THE ARMY
UNITED STATES FINANCIAL MANAGEMENT COMMAND
ARMY MILITARY PAY OFFICE
1401 B. AVE BLDG 3400 RM 122
FORT LEE, VIRGINIA 23801-2102

AMFM-FLS-MR

MEMORANDUM FOR RECORD

SUBJECT: Verification of S-1 Visit for Pay Issue

1. This memorandum serves to verify that the below-named Soldier has attempted to resolve their pay issue with their unit S-1 (Personnel Administration Section) prior to scheduling an appointment with the Fort Lee Finance Office.

2. Soldier Information:

Full Name: _____

Rank: _____

Unit: _____

3. S-1 Verification:

I, the undersigned S-1 representative, confirm that I have reviewed the pay issue with the Soldier named above on [Date]. The issue could not be resolved at the unit level and requires direct assistance from the Finance Office. A short summary of the issue and actions taken is provided below.

Summary of Pay Issue: _____

Actions Taken by S-1: _____

4. The point of contact for this memorandum is the undersigned S-1 representative.

SERVICE MEMBERS SIGNATURE/ DATE

S-1 NAME AND SIGNATURE/ DATE