Office Symbol DATE

MEMORANDUM FOR Special Agent in Charge, Okinawa Resident Agency, CID, Unit 35139, USAG-Okinawa, Japan APO AP 96376

SUBJECT: Request an All-Files Background Check at the Crime Records Center (CRC) and Local Record Check

1. The personnel listed below will attend the Unit Prevention Leaders (UPL) Course [Enter Dates] thus requiring a background check. In accordance with AR 600-85, I request that CID conducts an all-files background check to rule out any adverse information that may render the following personnel ineligible as a UPL appointee:

**RANK NAME M/F SSN DOB (MMDDYEAR)**

2. POC for this action is (enter POC name) and may be contacted at DSN XXX-XXXX.

 Commander

 CPT, MS

 Commanding