



DEPARTMENT OF THE ARMY
BATTALION HEADQUARTERS
ARMORED BRIGADE COMBAT TEAM
3D INFANTRY DIVISION
FORT STEWART, GEORGIA 31314

AFZP-XXX-XX

Date: _____

MEMORANDUM FOR RECORD

SUBJECT: Request to clear Central Issue Facility (CIF) and Soldier for Life-Transition Assistance Program (SFL-TAP)

1. The following Soldier needs to clear CIF and SFL-TAP due to a Chapter 14-12c administrative separation:

NAME	RANK	SSN
SNUFFY, Joe	PFC	XXX-XX-XXXX

2. The point of contact for this memorandum is the undersigned at (912) 767-XXXX.

(CO CDR NAME)
(RANK), (BRANCH)
Commanding