



DEPARTMENT OF THE ARMY
(YOUR UNIT)
(UNIT ADDRESS)
HUNTER ARMY AIRFIELD, GEORGIA 31408

XXXX-YY-ZZZ

DD MON YEAR

MEMORANDUM FOR RECORD

SUBJECT: Notice of Respirator Training for (Your Unit/Directorate)

1. This MFR is to confirm the Soldiers/Civilians from (Your Unit/Directorate) in the following table participated in initial/annual Respirator Training IAW AR 11-34, and (Your Unit/Directorate) Respiratory Protection Program SOP.

Name	Rank	DoD ID
Rambo, John	SGT	1234567890
Rock, Stony	SPC	1234567891
Smith, Snuffy	PVT	1234567892

2. Respirator training was conducted on (DD MON YEAR) and was instructed by (INSTRUCTOR NAME/RNK/POSITION). All participants were made aware of workplace hazards after review of the (Your Unit/Directorate) Job Hazard Analysis.

3. Point of contact for this memorandum is (POC NAME/RNK/POSITION) and can be reached at (EMAIL), (PHONE NUMBER).



Encl

1. Appointment Orders (if appl)

NAME
RNK, USA
Position