**OIC/RSO CERTIFICATION MEMORANDUM EXAMPLE**

AFZP-(UNIT OFFICE SYMBOL) DATE:

MEMORANDUM FOR Range Control

SUBJECT: OIC/RSO Certification

1. In accordance with Chapter 1-5, DA PAM 385-63 and the Fort Stewart/ HAAF Range Guide, the following personnel have satisfactorily completed a standard program of instruction as designated by the Battalion/Squadron Commander and are qualified to perform duties as Range Officer-in-Charge (OIC) and/or Range Safety Officer (RSO):

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank** | **Name** | **Laundry Mark** | **Organization** |
| 1LT | Alford, Terry M. | A1234 | B Co., 1-52d IN |
| MSG | Jones, John B | J1234 | C Co., 1-52d IN |
| SGT | Doe, John B. | D1234 | A Co., 1-52d IN |
|  |  |  |  |

2. POC for this memorandum is \_\_\_\_\_\_\_\_\_\_\_, telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, email \_\_\_\_\_\_\_\_\_\_\_\_\_.

(Battalion/Squadron Commander)

Signature

Full Name

Rank/Branch Commanding

**Note: Laundry mark is the first letter of their last name and last four of their DOD ID Number (Can be found on the back of their ID Card).**