

UNIT LETTERHEAD

MEMORANDUM FOR RECORD

SUBJECT: VERIFICATION OF ELIGIBILITY

I certify as commander/officer in charge of _____ unit that the following personnel are assigned to this unit at _____ (actual duty address if different than letterhead) on federal active duty title 10 orders **for the next six months which is the membership period that they are registering for**, and will be able to meet the visit requirements for that membership period.

Name	New membership or Renewing	Date Departing the Unit
SGT John Smith	New	
SPC Tom Jones	Renew	

Name
Signature
Title
Email

Soldiers listed must register within 60 days of the date of the memo or a new memo with a current date will need to be provided.