

[UNIT LETTERHEAD]

4 June 2018

MEMORANDUM FOR the OFFICE of PERSONNEL MANAGEMENT

FROM: [Commander or authorized certifier]

SUBJECT: Periods of Honorable Service for [Rank and Name]

1. This memorandum is to be used as a support document for the retirement packet of [Rank, Name and SSN]; for the purposes of validating military service for retirement processing credit.
2. The following periods of service for [Rank and Name] are hereby certified as being performed under “Honorable” conditions “with no time lost”.

Dates of Military Orders

[Insert dates of military orders]

[Insert dates of military orders]

[Insert dates of military orders]

Orders Authority Code

[Insert Auth Code, i.e. 10 USC 12301 (a)]

[Insert Auth Code]

[Insert Auth Code]

3. If there are any further verifications needed, please contact [POC or the Undersigned] at [Email and commercial phone number].

[Commander or Verifier Signature block]