

INSERT UNIT LETTERHEAD

UIC/OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of good standing for **SOLDIERS NAME**

1. This is to certify that the Soldier listed above is a member of the Missouri Army National Guard and is in good standing. **SOLDIERS NAME** is compliant and meets Army Height and Weight Standards. No unfavorable actions or flags are pending.

2. The point of contact for this memorandum is the undersigned at _____ or email at _____.

NAME IN CAPS
RANK, MOARNG
Duty Title