OFFICE SYMBOL 22 June 2016

MEMORANDUM FOR RECORD

SUBJECT: BOSS Anchorage R&R Trip

1. The following Soldier has authorization to attend the Anchorage R&R Trip on Dates:

RANK Last, First MI Gender Phone Number:

Supervisor: RANK Last, First MI Phone Number:

2. Transportation and lodging will be provided to all Soldiers attending the trip.

a. Soldiers are required to utilize the transportation provided when traveling to and from the final destination.

b. Soldiers are not required to utilize the lodging that is provided to them (at the discretion of their supervisor), however all Soldiers must sign for a room from JBER Replacement Barracks.

c. Soldiers will be responsible for their meals, but meal card holders are permitted to use the DFAC located in the vicinity of the Replacement Barracks.

3. The listed Soldiers understand they are subject to UCMJ action for the duration of the trip.

4. Point of contact for this memorandum is RANK First MI. Last (UNIT Rep) at XXX-XX-XXXX or email.

FIRST MI. LAST

1SG, USA

Company First Sergeant

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