NGMO-XXXX (Date)

MEMORANDUM THRU Commander, BDE, ATTN: PSNCO/S1, City, Missouri Zip Code (must be lined thru, concur/nonconcur or approved/disapproved, initialed and dated)

FOR The Adjutant General of Missouri, (NGMO-PER-AB), 2302 Militia Drive, Jefferson City, Missouri 65101-1203

SUBJECT: Request for (EPS Fill) **or** (SWVA) **or** (1SG/CSM Certificate)

1. The following vacancy has been verified against the UMR and AUVS.
2. Position Data**:**

 a. Position Number:

b. Position Title:

c. Authorized Grade:

d. DMOS:

e. UIC:

f. Unit Name:

g. Unit Location:

1. POSITION STATUS: (Projected or Actual) vacancy to occur on (DATE); Reason (If SM is retiring a memo is required)
2. Point of contact is MSG Joe Snuffy, NCOIC, at 573-638-9500.

IAM N. CHARGE CPT, EN, MOARNG

Commanding