UIC DATE

MEMORANDUM FOR Joint Forces Headquarters, ATTN: NGMO-PER-E, Ike Skelton Training Site, Jefferson City, MO 65101-1203

SUBJECT: Request for Standby Advisory Board

1. Request approval for a Standby Advisory Board for the following Soldier:

RANK/NAME: SSG Snaplink, John Q. SSN: 123-45-6789

UNIT: Your Unit UIC: WXXXXX

2. The reason the Soldier was excluded from the initial turn-in of the NGB Form 4100-1-R-E’s is as follows:

**THE COMMAND MUST USE THEIR OWN REASON AS TO WHY THIS SOLDIER WAS LEFT OFF THE EPS LIST. REASON MUST BE DETAILED. EXPLAIN WHO, WHAT, WHEN, WHERE AND WHY. PACKET WILL BE RETURNED WITHOUT ACTION IF THIS PARAGRAPH DOES NOT SUFFICIENTLY EXPLAIN THE PROBLEM AND REQUESTED ACTION.**

3. Enclosed find the NGB Form 4100-1-R-E, along with all supporting documentation required to justify the Soldiers points.

4. POC for this action is SFC Ima AdminNCO at 573-555-1212 or [ima.q.adminnco.mil@mail.mil](mailto:ima.q.adminnco.mil@mail.mil).

Encl IAM N. CHARGE

CPT, BR, MOARNG

Commanding