



DEPARTMENT OF THE ARMY,

**YOUR UNIT**

**YOUR UNIT ADDRESS**

**YOUR INSTALLATION, YOUR STATE POSTAL CODE**

Reply to  
Attention Of:

**YOUR OFFICE SYMBOL**

**XX April 20XX**

**MEMORANDUM FOR RECORD**

**SUBJECT: Battle Staff Course (BSC) 2S VERIFICATION MEMO**

1. The following soldier «Rank» «Last\_Name», «First\_Name» «MI» SSN: 000-00-0000, currently assigned to «Parent\_Unit», «Unit\_Address» is currently filling (Paragraph and Line Number) (or is projected to fill) a 2S position within the Battalion / Brigade.
2. The soldier meets the height and weight requirements IAW AR 600-9.
3. Point of contact for this memorandum is the undersigned at (123) 456-7890.

First Name, MI, Last Name  
Rank, Branch  
COMMANDING

**\* Memorandum must be signed by O-5 or above. CSM assigned as Commandant of NCOES academies or any officer as acting commander must have assumption of command orders for O-5 position, or civilian (GS-9 or above). No exemptions.**