NGWA-XXX DD MMMM YYYY

MEMORANDUM FOR Commander, My Company, Street Address Spelled Out,

City, WA 0000-0000

SUBJECT: Property Accountability for LAST NAME, FIRST NAME MI, LAST4SSN

1. This memorandum serves to verify that the above named Soldier HAS / HAS NOT returned all equipment issued and hand receipted from his assigned unit.

2. The following action has been initiated to recoup for any losses (Check applicable item):

a. \_\_\_\_\_ DD Form 200, Financial Liability Investigation of Property Loss, has been initiated and forwarded to BDE S4. A copy of DD Form 200 (without attachments) is enclosed. The investigation number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b. \_\_\_\_\_ DD Form 362, Statement of Charges/Cash Collection Voucher, has been initiated and forwarded to BDE S4. A copy of DD Form 362 (without attachments) is enclosed.

c. \_\_\_\_\_ No further action is required.

3. Point of contact is undersigned at 000-000-0000 or readiness.nco.mil@mail.mil.

NAME

SSG, USA

Training NCO