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ASTH-TBK-AH 20 May 2020

MEMORANDUM FOR RECORD

SUBJECT: Certification or ASI Recreation

1. If Additional Skill Identifier (ASI) or Graduation Certification from Infantry Mortar Leader Course (IMLC) of a soldier are lost or destroyed do the following:
2. Complete the below memorandum content and correct the highlighted areas.
3. Email the memorandum to usarmy.benning.mcoe.mbx.198th-119-mortars@mail.mil.
4. The Soldier will be verified against student records and a request for recreation of the Graduation Certificate and or ASI Orders will be submitted. This process may take up to 10 business days and the Graduation Certificate and or ASI Orders will be mailed through official mail to the unit address you provide.
5. If a memorandum is filled out incorrectly the request will be rejected.
6. If you attended IMLC while it was still instructed in ALC then you will need to contact the HENRY CARO NCOA and follow their requirements for document recreation.
7. The point of contact for this memorandum is the IMLC Master Trainer at (706) 626-4731 or usarmy.benning.mcoe.mbx.198th-119-mortar@mail.mil.

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OFFICE SYMBOL XX Month XXXX

MEMORANDUM FOR RECORD

Infantry Mortar Leader Course, Mortar Training Company, 1st Battalion, 19th Infantry Regiment, Fort Benning, GA 31905

ATTN: IMLC Master Trainer, Fort Benning, GA 31905

SUBJECT: Recreation of Soldier’s Graduation Certification and ASI Orders (Specify)

1. Purpose: To provide the Infantry Mortar Leader Course with the required information to request the recreation of documentation
	1. Reason for recreation
	2. Soldier’s Information:
2. Name: Joe E Snuffy
3. Rank: Sergeant
4. SSN: 123-45-6789
5. IMLC Class Number: 001-19
6. Location of Instruction: Resident or MTT and actual location
7. Unit Mailing Address: Address
8. Unit Phone Number: (123) 456-7890
9. Point of contact for this memorandum is CPT John A. Smith at (123) 456-7890 or john.a.smith.mil@mail.mil.

 John A. Smith

 CPT, IN

 Commanding