

DEPARTMENT OF THE ARMY
YOUR UNIT HERE
YOUR INSTALLATION AND ZIP CODE HERE

OFFICE SYMBOL HERE

TODAY'S DATE HERE

MEMORANDUM FOR RECORD

SUBJECT: Collection of Separate Rations

1. I understand that the commander of the Soldier attending Ranger School is responsible for ensuring proper payroll deductions for officers and meal deductions for enlisted reimbursements are processed in accordance with Army Regulation 600-38 paragraph 4-1.
2. I understand that it is also the duty of the Soldier to report to his chain of command if separate rations are not properly recouped for meals that were provided for the duration of Ranger School.
3. Point of contact for this memorandum is 1SG Doe at (706) 544-6069 or john.doe@us.army.mil

SOLDIER NAME HERE
SPC, USA

BILL JACK
CPT, IN
Commanding