DEPARTMENT OF THE ARMY
HEADQUARTERS HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA 31905-3022

OFFICE SYMBOL Date

MEMORANDUM FOR HENRY CARO NCOA COMMANDANT

SUBJECT: Incomplete or unserviceable Army Green Service Uniform (AGSU) or Army Service Uniform (ASU) to no fault of the Soldier

1. The unit Supply Sergeant listed below certifies that the listed Soldier(s) do not have a complete and/or serviceable AGSU or ASU to no fault of the Soldier.

Rank	Last Name	First Name	DoD ID	Reason

2. Point of contact for this memo is XXXX at (email address) or (phone number).

NAME (ALL CAPS)
RANK, XX
Supply Sergeant

NAME (ALL CAPS)
CPT, XX
Commanding