



DEPARTMENT OF THE AIR FORCE
UNIT (UNIT ABBR)

DD MMM YYYY

MEMORANDUM FOR USCG NMC-5

FROM: Unit Name
Address

SUBJECT: Active Duty Fee Waiver for FIRST M LAST

References: (a) U.S. Coast Guard MMC Policy Letter 02-20

1. RANK FIRST M LAST is assigned to my unit and this memorandum attests to service on Active Duty.
2. Per reference (a), I attest that FIRST M LAST is currently serving on Active Duty.
3. Dates on Active Duty: DD MMM YYYY to DD MMM YYYY.

//signed/fml/DDMMMYYYY//
Name, Rank, USAF
Position

