



DEPARTMENT OF THE ARMY
UNIT
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

Office Symbol

DD MMM YYYY

MEMORANDUM FOR USCG NMC-5

SUBJECT: ACTIVE DUTY FEE WAIVER FOR MEMBER

1. FIRST M LAST is assigned to my unit and I attest this member is currently on active duty.
2. Dates on Active Duty: DD MMM YYYY to DD MMM YYYY.
3. The point of contact for this memorandum is:

FIRST M LAST
Rank
Position

SAMPLE