DEPARTMENT OF THE ARMY
ACTIVITY/ORGANIZATION
5635 NAME AVE
INSTALLATION, STATE 11117-1326

REPLY TO
ATTENTION OF

Office Symbol XX November XXXX

MEMORANDUM FOR Army Medical Department (AMEDD) Civilian Corps,
3630 Stanley Road, JBSA Fort Sam Houston, TX 78234

SUBJECT: Wolf Pack Award Nomination Civilian Human Resources Clearance

1. Name of team members listed by pay plan, grade, occupational series and job title.

2. The above list of team members are cleared of any pending or adverse action under Civilian Human Resources Office.

3. The point of contact is the undersigned John Doe, HR representative.

JOHN DOE
GRADE/RANK,
ACTIVITY/ORGANIZATION