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 Equal Employment Opportunity (EEO) Clearance

1. Name of team members by rank, grade, AOC/MOS, pay plan, occupational series and job title.

2. The above list of team members are cleared of any pending and or adverse EEO actions.

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

JOHN DOE
GRADE/RANK,
ACTIVITY/ORGANIZATION