



DEPARTMENT OF THE ARMY
ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE ZIP

[OFFICE SYMBOL]

DD MMM YYYY

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Good Standing

1. Reference

a. Human Resources Information Bulletin (HRIB) 25-16 (Massachusetts Army National Guard (MAARNG) Active Guard Reserve (AGR) Vacancy Fill Process)

b. Massachusetts National Guard, NGMA-PEO-AGR announcement
(**Announcement Title (Announcement #)**), **DD MMM YY** (if applicable)

2. The purpose of this memorandum is to provide a certification of good standing for **RANK FIRST MI. LAST, POSITION, UNIT** to apply for the position listed in reference

3. Soldier meets the following criteria for employment:

- a. DOES / DOES NOT meet height / weight standards;
- b. DOES / DOES NOT meet physical fitness standards;
- c. DOES / DOES NOT have open CAS Taskers against security clearance;
- d. DOES / DOES NOT have a suspension of favorable personnel action
- e. IS / IS NOT under civil or military investigation; and,
- f. IS / IS NOT deployable to all world-wide geographical areas.

4. Supporting documentation, if applicable, is available upon request.

5. The point of contact is the undersigned and can be reached by phone at (339) 202-#### or email at **FIRST.MI.LAST.mil@army.mil**

REQUESTOR SIGNATURE BLOCK

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