

LTC JOHN R. PATRIOT
1776 Independence Court
Williamsburg, VA 12345-0000

(Date)

MEMORANDUM FOR President, (name of board e.g. 2010 Colonel APL Board),
AHRC-PDV-S, 1600 Spearhead Division Avenue, Dept 471, Fort Knox, KY 40122-5407

SUBJECT: 2010 COL APL Board or as appropriate for your board

I have reviewed my board file on-line.

(Use one or two paragraphs to succinctly invite attention to aspects of your career, skills, experience, assignments, etc. that are not otherwise reflected in your board file).

JOHN R. PATRIOT
111-11-1111
LTC, FA, USAR

DO NOT INCLUDE OPMF DOCUMENTS, AERS, OERS, AWARDS, CIVILIAN OR MILITARY EDUCATION DOCUMENTS AS ENCLOSURES.

DO NOT INCLUDE ERB'S, ORB'S OR DA FORMS 2-1. RC SOLDIERS SUBMIT AS OUTLINED IN YOUR BOARD'S MILPER MESSAGE.

PLEASE READ THE BOARD MILPER MESSAGE FOR INSTRUCTIONS ON WHAT AND WHERE TO SUBMIT DOCUMENTS FOR SELECTION BOARDS.