



The documentation to be kept on file must include the printed name and signature of the person who verified the DoD and other documentation, the date that it was verified, and a photocopy of the documentation showing that the student is a child of the military member.

Important: Your district should not make a copy of DoD identification.



DEPARTMENT OF **YOUR BRANCH** (i.e. **ARMY**)

DATE

From: Commanding Officer, [**List Military Installation Here**]
To: Office of Human Resources
Subj: STATEMENT OF SERVICE FOR [**LIST NAME AND RANK HERE**]

1. This is to certify that [**List Name and Rank**] is currently assigned to [**List Military Installation Here**]
2. The following information is provided:
 - a. NAME OF SERVICEMEMBER: [**INSERT NAME**]
 - b. SSN/PAYGRADE: **XXX-XX-XXXX / PAYGRADE** (i.e. **E6**)
 - c. DATE OF BIRTH: **XX / XX / XXXX**
 - d. BRANCH OF SERVICE: **NAME OF BRANCH** (i.e. **ARMY**)
 - c. ACTIVE DUTY SERVICE DATE: **XX MONTH XXXX**
 - d. EXPECTED DISCHARGE OR RELEASE DATE: **XX MONTH XXXX**
 - e. EXPECTED CHARACTER OF DISCHARGE: HONORABLE
3. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (All periods of service): [**Insert Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized here**] (Example: ARMED FORCES EXPEDITIONARY MEDAL, GLOBAL WAR ON TERRORISM MEDAL, GLOBAL WAR EXPEDITIONARY MEDAL)
4. The above information is certified to be true. If there is any questions or concern please contact **Commander or Commander's designated representative and contact info at (insert email address here) or (insert phone number here).**

**//Signed by commander or commander's
designated representative//**

Signature Block



DEPARTMENT OF THE NAVY

NAVY CARGO HANDLING BATTALION THIRTEEN
2207 BUSSELL AVENUE BUILDING 428
GULFPORT MS 39501-5015

21APR2022

From: Officer-In-Charge, Navy

To: Whom It May Concern

Subj:

1. This is a letter to inform you that I, [redacted] is currently enlisted in the United States Navy as of 07JUL2007 with obligation to serve through 22MAR2024 with intent to reenlist.

2. Questions or concerns contact BM2 [redacted] administrative petty officer at [redacted] or email [redacted].

O.
L.
By