

Sample "Military Assignment Certification Memorandum" for dependents of servicemembers

All dates must be in this format.

UNIT/COMPANY LETTERHEAD  
UNIT ADDRESS  
COMMERCIAL PHONE NUMBER

Commercial phone number MUST be listed as part of the unit letterhead.

April 1, 2010

MEMORANDUM FOR KOREAN IMMIGRATION

SUBJECT: Verification of Assignment

**NOTE: This document must be an original signed document with no marked changes of any type (i.e. white-out, pen/ink changes)**

1. This letter verifies the assignment of:

- a. Name: John Robert Doe
- b. Rank/Grade: SGT/E5
- c. Social Security Number: 000-00-0000
- d. Unit of Organization: HHC, EUSA
- e. Date of Arrival: January 1, 2010
- f. DEROS: December 31, 2011

Must list military organization of assignment. DO NOT list Staff Section or Directorate.

Must list sponsor's arrival date in Korea.

2. These dependents are residing in country with sponsor:

NAME	RELATIONSHIP	DATE OF BIRTH
Doe, Jane	Wife	July 14, 1983
Doe, Patrick	Son	May 5, 2004
Doe, Alice	Daughter	October 8, 2006

All name must be listed identical to passport.

SIGNATURE BLOCK

Commander,  
First Sergeant  
or Supervisor.