



DEPARTMENT OF THE ARMY
 INSERT UNIT/COMMAND NAME HERE
 BOX 339500, MAIL STOP XX
 JOINT BASE LEWIS-MCCHORD, WA 98433

REPLY TO
 ATTENTION OF

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR Installation Central Clearance Section, Military Personnel Division,
 Box 339500, Joint Base Lewis-McChord, WA 98433-9500

SUBJECT: Request to clear the Soldier by PROXY

1. I request the following Soldier to be cleared by PROXY:

_____ _____ _____
 Rank Name SSN (last four)

2. Rank, Name of NCO is authorized to clear the above listed Soldier from the installation.

3. Justification:

4. The point of contact for this action is (name and phone number)

Name
 LTC (or higher), Branch
 Battalion Commander

*****THE "PROXY" MEMORANDUM MUST BE SIGNED BY AN O-5 OR HIGHER.
 UNLESS, ACCOMPANIED BY AN "ASSUMPTION OF COMMAND"
 MEMORANDUM GIVING COMMAND AT BATTALION LEVEL*****