



(Change to Unit Letter Head)
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD
2 Randolph Road; Bldg 1505
Hanscom AFB, MA 01731

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Memorandum in Good Standing

1. This memo is to certify that **(Service Members Name and Rank)** is an actively serving member with the **(Unit Name)** and meets all eligibility criteria for Good Standing within the Massachusetts **(Army or Air)** National Guard
2. **(Service Members Name and Rank)** currently serves as the **(Job Title)** with the **(Unit Name)** effective **(Assignment Date to Unit)**.
3. The Point of Contact for their Memorandum is **(Readiness NCO or Unit Admin Name)** and I can be reached at **(Phone Number)** or **(Email)** with any questions or concerns.

(Digital or Hand Signature)

Name

Rank, Branch or Position

Title