

S: \_\_\_\_\_

ATZR-OSR (600)

\_\_\_\_\_  
(DATE)

MEMORANDUM FOR Personnel Officer \_\_\_\_\_

SUBJECT: Update of Military Personnel Records

1. Records of \_\_\_\_\_, \_\_\_\_\_  
were audited and requires the following action:

/ Soldier must report to Customer Service, Bldg 3162, Room 106 to update the following:

- DD Form 93 (Emergency Data Card)
- SGLI, Servicemember's Group Life Insurance
- Other \_\_\_\_\_

/ / Take action to clear the following suspense:

- Submit POSN transaction with DMOS
- Last official photo blank or over 5 years old
- Overdue physical examination
- Other \_\_\_\_\_

/ / Attach the following documents to this memorandum and forward to Enlisted Records.

- PMOS/SMOS order
- Award Certificate for \_\_\_\_\_
- Order/DA Form 4187 for promotion to \_\_\_\_\_
- Reduction DA Form 4187 to \_\_\_\_\_
- DA Form 1059 (Academic Evaluation) \_\_\_\_\_
- Other \_\_\_\_\_

2. Customer Service hours are 0900-1600 Mon, Tue, Wed, and Fri, and 1300-1600 on Thu.

3. POC is \_\_\_\_\_ at 442- \_\_\_\_\_