

## **STAB SAMPLE PACKET**

If you wish to submit a request, here are some pointers. Guidance for reconsideration is found in AR 600-8-19, Chapter 4, para 4-13. The guidance specifically spells out what qualifies for reconsideration. If your request meets the criteria, you must direct it through the S-1 for approval. The S-1 will ensure the request meets the criteria; if it doesn't they have the authority to disapprove your request at local level.

The following memorandums are samples of what must be submitted, and signed, by the soldier and the S-1. A copy of all supporting documentation, and an updated ERB, must accompany the memorandums. Make sure that the documents for which you are requesting a STAB are either added or removed from your OMPF prior to submitting your request.

**DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS COMPANY  
123<sup>RD</sup> TRANSPORTATION COMMAND  
FORT EUSTIS, VIRGINIA 23604-5484**

27 September 2008

MEMORANDUM FOR Commander, HRC-Fort Knox, ATTN: AHRC-PDV-PR, 1600 Spearhead  
Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Request for Standby Advisory Board (STAB) consideration for SSG Soldier, Iam A, 123-45-  
6789

1. I support the request for a STAB pertaining to SSG Soldier, Iam A., 123-45-6789. Due to no fault of the soldier, his NCOER ending 20070601 was not reviewed by the FY08 SFC board. The packet enclosed was reviewed by the Battalion S-1 and meets all requirements for a STAB.
2. The point of contact for this memorandum is SFC Snuffy, BN S-1, at (555) 456-7890, DSN 123-7890 or [joe.snuffy@us.army.mil](mailto:joe.snuffy@us.army.mil).

(signature)  
UNCLE T. SAM  
LTC, TC  
Commanding

**DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS COMPANY  
123<sup>RD</sup> TRANSPORTATION COMMAND  
FORT EUSTIS, VIRGINIA 23604-5484**

27 September 2008

MEMORANDUM FOR Commander, HRC-Alexandria, ATTN: HRC-Fort Knox, ATTN: AHRC-PDV-PR, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122

SUBJECT: Request for Standby Advisory Board (STAB) consideration for SSG Soldier, Iam A, 123-45-6789

1. I am sending this request to be reconsidered for the FY08 SFC board. The reason is because my last NCOER, with a thru date of 20070601, was not filed on my OMPF by the convening date of the board. Unfortunately, after repeated attempts to have it processed, it was not added to my OMPF until April 2008. I believe the omission of this report impacted why I did not get selected.

2. Point of contact for this memorandum is SSG Iam A. soldier at (555) 456-7890 or [iam.a.soldier@us.army.mil](mailto:iam.a.soldier@us.army.mil).

(signature)  
IAM A. SOLDIER  
SSG, USA