

## Chain of Command Example

DEPARTMENT OF THE ARMY  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Commander, XX Infantry Battalion, 123 Street Address, City, State Zip Code  
Commander, XX Infantry Brigade, 123 Street Address, City, State Zip Code  
Commander, 1st HQ, 123 Street Address, City, State Zip Code

or

Commander, XXth Reserve Support Command, 123 Street Address, City, State  
Zip Code

FOR Commander, HRC, ATTN: AHRC-ORD-A, 1600 Spearhead Division Avenue, Department 240, Fort Knox,  
Kentucky, 40122-5204

SUBJECT: Request for Interservice Transfer for CPT Doe, John A.

1. CPT Thomas E. Smith has expressed a desire to pursue an Interservice Transfer within the U.S. XX. I have counseled him and fully support his decision; therefore, I recommend he be considered for an Interservice Transfer.
2. His particular skills, attributes, and/or accomplishments have merit this officer and the transfer would enhance the officer's competitiveness for entry and continued service with the Department of Defense. Officer is not pending any UCMJ actions, and has not been deferred from promotion nor failed selection for promotion in present grade.
3. You may reach me at 555-555-5555 for further comments or questions regarding CPT Smith.

AUTHORITY LINE: (if applicable)

Encl

THOMAS T. THOMAS  
COL, IN  
Commander