

SAMPLE
MEMORANDRUM
(UNIT LETTERHEAD)

Office Symbol

Date

MEMORANDUM FOR MEDCOM, ATTN: Soldier Transition Support Branch, Fort
Sam Houston, TX 78234

SUBJECT: Request for 12301(h) Orders to complete the Integrated Disability Evaluation
System (IDES)

1. Individual below was on Active Duty (10) orders or Active Duty Operational Support (ADOS) for the period of _____ through _____:
 - a. Name: SGT John Doe
 - b. SSN: 111-11-1111
2. SGT Doe is not pending UCMJ action at this time.
3. SGT Doe's PEBLO Name and location is _____
4. Point of contact for this request is the undersigned at (111) 111-1111 or email john.q.sample.mil@mail.mil.

John Q. Sample
CPT, LG
Commanding