



DEPARTMENT OF THE ARMY  
GEORGIA ARMY NATIONAL GUARD

Unit Name  
Street Address  
City, State, Zip Code

NGGA-Office symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: LOD Case number, Workflow, Name (UIC)

1. I request that LOD Case number, Workflow, Name (UIC) be administratively closed due to needing Reason for closure. The Soldier was counseled on date of counseling of LOD closure. If information is provided this case can be re-opened for processing.
2. Point of Contact for this memorandum is the undersigned at Phone Number or [email](#)

**Signature**

First, Last Name  
Rank, GAARNG  
Position/Title