



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