

(DEPARTMENT LETTER HEAD)

(ADDRESS)

(OFFICE SYMBOL)

MEMORANDUM FOR Commander United States **(BRANCH OF SERVICE) (UNIT ADDRESS)**

SUBJECT: General Court-Martial Convening Authority (GCMCA) Statement of Honorable Service in accordance with 32 CFR § 553.10(c) for **(RANK & NAME OF DECEASED)**

1. As the GCMCA, I am writing to confirm that the following Soldier was on active duty and in good standing at the time of his death:

- a. Name:
- b. Branch:
- c. Entry Date on Active Duty:
- d. Rank:
- e. SSN:
- f. Character of Discharge: Honorable
- g. Unit:

2. Point of contact for this action is Mr. John Doe, at (000) 000-0000 or e-mail: john.doe@branch.mil .

Major General, **(BRANCH)**

Commanding