



E X A M P L E

UNITED STATES MARINE CORPS
5TH BATTALION, 11TH MARINES
1ST MARINE DIVISION (REIN), FMF, BOX 555534
CAMP PENDLETON, CALIFORNIA 92055-5534


IN REPLY REFER TO:
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S-1
21 Nov 13

From: Battalion Admin Officer

To: Whom it may concern

Subj: STATEMENT OF SERVICE

1. The below information is certified to be true:
 - a. Name:
 - b. EDIPI: " "
 - c. Rank: PFC/E-2
 - d. Active Duty Base Date: 17 December 2012
 - e. Branch of Service: U. S. Marine Corps
 - f. Date of Birth: 22 June 1994
2. Expiration of Active Service: 16 December 2016
3. Service Member has no time lost this period.
4. Service Member is currently on active duty.
5. Organization: Headquarters Battery, 5th Battalion, 11th Marines, Camp Pendleton, CA.
6. Point of contact at this command is Battalion Administrative Chief Staff Sergeant Paul M. Hernandez, DSN 365-9552, COMM (760) 725-9541.


P. M. HERNANDEZ
By direction