

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
10601 Bear Hollow Drive
Rancho Cordova, California 95670-6350



NGCA-JSD-SP

DD MMMM YYYY

MEMORANDUM FOR the Director, State Personnel Programs

SUBJECT: Unit Verification of Service Member Status for State Active Duty (SAD)
Appointment

1. RANK Last, First is a current member in good standing of "*current unit*" applying for an SAD position.
2. RANK Last is not currently flagged/is flagged for the following.

FLAG reason 1 (if applicable)
3. RANK Last is not pending legal action as shown in the enclosed email/memo (include Unit/BDE JAG/paralegal clearance email or memo – DO NOT contact State OSJA for this memo).
4. The POC for this action is XXXX at ### or EMAIL.

Enclosure

READINESS/ADMIN NCO NAME
RANK
Readiness/Admin NCO, Unit