


Example Unit Strength Memorandum

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DEPARTMENT OF THE ARMY
94th MILITARY POLICE BATTALION
Unit #15709
APO AP 96205-5709

REPLY TO
ATTENTION OF:

EANC-SPB-P

26 April 2011

MEMORANDUM FOR RECORD

SUBJECT: Unit Strength

1. The purpose of this memorandum is to verify the unit strength to include mission essential civilian and KATUSAs.

| CATEGORY | AUTHORIZED | ASSIGNED | TOTAL |
|-----------------|------------|------------|-----------------|
| Officer | 33 | [redacted] | 1029 <i>put</i> |
| Warrant Officer | 2 | [redacted] | 1000 |
| Enlisted | 720 | 721 | |
| Katusas | [redacted] | 268 | |
| MEC/BEC | 0 | [redacted] | |

2. Point of contact for this memorandum is the undersigned at 724-6169.

Sample

[Signature]

AMANDA S. MEHOLICK
CPT, AG
BATTALION S1