**State Letterhead**

Office Symbol Date

MEMORANDUM FOR RECORD

SUBJECT: State Active Duty- Cyber Assessment Commander’s Endorsement

1. UNIT NAME, requests State Active Duty Orders for the following Service Member:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last, First Name** | **Rank** | **E-mail** | **Phone** |
| Snuffy, Joseph | SPC | joseph.a.snuffy.mil@army.mil |  |

2. I certify that the Service Member meets all the requirements stated below:

1. SPC Joseph Snuffy is a member of UNIT NAME in good standing with no adverse action pending. He has XX months remaining on his current service obligation.
2. SPC Joseph Snuffy has a valid civilian driver’s license.

3. UNIT NAME acknowledges and supports the following requirements:

1. Service member identified to support this mission will have State orders of no fewer than 31 consecutive days before conducting unit drill activities during the duration of this mission. The service member may need to conduct SUTA before or after the individual unit’s drill depending on mission or drill schedule.
2. Service member identified to serve as an IT Security Auditor or IT Security Team leader cannot attend PME or other duties that would interfere with their support to support this mission for the duration of this mission.

4. Point of contact is CW3 Jane Smith at (xxx) xxx-xxxx or jane.smith.mil@army.mil.

 John D. Doe

 MAJ, US Army

 Commanding