OFFICE SYMBOL 21 June 2018

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Retention Noncommissioned Officer (URNCO)

1. Reference NGR 601-1, Army National Guard Strength Maintenance Program, 26 April 2006.

2. Effective immediately, the following individual is appointed as URNCO:

a. Unit / (UIC): UNIT / XXXXXX

b. Rank: XXX

c. Name: Xxxxxxxx, Xxxxxx

3. Purpose: To Serves as an advisor and subject matter expert to the Company Commander and First Sergeant in reference to the unit (Strength Maintenance) SM plan.

4. Period: Until officially released or relieved of duty appointment.

5. POC for this memorandum is the undersigned.

 COMMANDERS NAME

 RANK, BRANCH

 Commanding