



Originator' Letterhead

Requester's Office Symbol

Date

MEMORANDUM FOR COMMANDER, First United States Army, G-5, Plans Division, 4705 North Wheeler Drive, Forest Park, GA 30297

SUBJECT: Request for Change of De-Mob Station for Unit name/UIC

1. Specific unit data is provided as follows: (Provide info for each UIC and DUIC included in the request).

Unit ANAME	UIC/DUIC	# of PAX	Home Station	Mob Station	Requested DeMob Station	De-Mob Window (late/mid xxx)

2. Justification: BLUF. Submit a justification explaining the benefits and cost savings of changing the de-mob station. Include approximate cost savings for transportation of Soldiers.

3. I understand that equipment transportation is a separate action and will need to be coordinated with First Army G-4 at 404-469-3473.

4. Point of contact is (insert POC/title/contact information for the request).

REQUESTING OFFICIAL (First 06 in theater chain of command)
COL, IN
Commanding