

COMMAND/ACTIVITY LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Headquarters, United States Army, Europe, and Seventh Army, DoD Contractor
Personnel Office, Unit 29150, APO AE 09100

SUBJECT: Notification for Change of Duty Station

1. The duty station of the Technical Expert/Troop Care/Analytical Support (whichever is applicable) employee (s) listed below will change from (Town, German State) to (Town, German State).

EMPLOYEE'S NAME	SSN	JOB TITLE	EFFECTIVE DATE OF CHANGE
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2. The above contractor employee (s) will continue to be employed by (Contractor Company Name) in the same accredited (TC/TE) position (s) under the same contract, (Contract Number).

3. Please contact the undersigned at DSN XXX-XXXX if you have any questions.

COR/POC Signature Block