



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502

OFFICE SYMBOL (RN 600C)

DD Month YYYY

MEMORANDUM FOR: Unit, Unit Address,

SUBJECT: Explanation of missing NCOERs

1. I do not have an NCOER to submit with my application. My date of rank is YYYYMMDD, so I have not had any conducted as of this moment. My resume and documents included in this packet will show my experience and history of sections that I have worked with that can validate my work ethic and knowledge.

2. Point of Contact is the undersigned at xxx-xxx-xxxx, email xxxxx.mil@army.mil.

FIRST NAME, LAST NAME
RANK, TNARNG
TITLE