NGNE-DPA-ZA (600C) DD MONTH YYYY

MEMORANDUM FOR President, Selection Board for Vacancy Announcement XX-XXXXX-XXXX

SUBJECT: Declaration of Interest in Vacant Position

1. I, (RANK and NAME) am interested in transfer to the vacant position in (Unit, Vacant

Position, Grade, DMOS).

2. I am MOS qualified (or am eligible for MOS reclassification).

3. Additional comments are mandatory. Soldier must explain his/her reasons for pursuing this position, to include why they feel they should be considered for selection.

4. Projected availability date (transfer date):

5. Point of contact is the undersigned at [john.doe.mil@army.mil](mailto:john.doe.mil@army.mil) or (XXX) XXX-XXXX.

FIRST MI LAST

**REPLY TO**

**ATTENTION OF**

RANK, NEARNG

Duty Title