



**DEPARTMENT OF THE ARMY**  
**USAR Marksmanship Program**  
**416<sup>th</sup> TEC**  
**Darien, IL 60561**

Today's Date

**MEMORANDUM FOR RECORD**

**SUBJECT: Request for Command Concurrence for Army Reserve Marksmanship Program Membership**

1. **<Your Rank> <your name>** is a member of the Army Reserve Marksmanship Program. We understand that he is a valuable member of your unit and that his mission with you comes first, but we ask that you also support him as a firing member on the Army Reserve Marksmanship Program. All Lines of Accounting for his ARMP orders will be obtained from USARC G3/7 for marksmanship training at zero cost to your Battalion. All Army Reserve Marksmanship Program members may receive orders to train Soldiers in marksmanship, train for marksmanship events and compete in national, regional or Army events.
2. Your Soldier's membership with the ARMP gives him access to training and experiences that will improve his knowledge base, and allow him to become a valuable asset to your unit as a marksmanship instructor.
3. We are requesting that **<Your Rank> <your name>** be allowed to attend various team training events and compete annually at the Interservice Championships and National Championships.
4. The point of contact for this memo is **<current Team OIC>**

**<SIG>**  
Team OIC  
Rank, Branch  
USAR Marksmanship Program

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