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16 Dec 21

MEMORANDUM FOR THE RECORD

From: Rank First M. Last Name, 123456789/0111 USMC

To: Director, Installation Personnel Administration Center, MCB Hawaii

Subj: SELF-CERTIFICATION OF NEGATIVE IMPACTS DUE TO CONTAMINATED WATER

1. This is to certify that I, Rank First M. Last Name, have been effected by the contaminated water situation, causing a hardship and/or temporary vacation of my residence. The below information is provided:

a. Military Housing Address:

b. Temp Lodging or Remain at Residence:

c. Date entered Temporary Lodging if applicable:

d. Temporary Lodging Address:

e. Contracted or Non-contracted Temporary Lodging:

f. Dependents (Relationship and age):

2. For questions pertaining to this matter please contact Rank First M. Last Name at (commercial phone) and via (email).

F. M. LAST