

HR-ECA OFFICIAL CREDENTIALS MEMORANDUM

DD Mmm YYYY

MEMORANDUM

From: MIDN (Rank) First Last, USN, (HR-ECA Title)
To: Commandant Operations Officer
Via: (1) Commandant Extracurricular Activities Officer
(2) ECA Officer Representative

Subj: HR-ECA COACH/SUPERVISOR/REPRESENTATIVE CREDENTIALS

Ref: (a) COMDTMIDNINST 6110.4A

Encl: (1) Certificate from the Governing Authority

1. ECA: _____

2. Name of the Individual: _____

a. Governing Authority (as applicable): _____

b. Qualification/Certification: (Organization Name)

Very respectfully,

F. M. LAST