



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, USAREC (RCHS-SVD-PA)**  
**1307 THIRD AVENUE**  
**FORT KNOX, KY 40121-2726**

**RCHS-SVD-PA**

**Date**

MEMORANDUM FOR COMMANDER, HQ USAREC ATTN: RCHS-SVD-PA 1307 Third Avenue, Fort Knox, KY 40121-2726

FOR **Staff Sergeant Jane Q Doe**, **U.S. Army Medical Department Activity, Fort Jackson, SC 29207**

SUBJECT: Height and Weight Verification Memo

1. I verify the above mentioned Service Member is within the Army body composition standards in accordance with AR 600-9. Their height and weight were measured on **Insert Date**. Their height was **XX** inches and weight was **XX** pounds. The Service Member **did/did not** require completion of the body fat worksheet. **(If required please include calculated body fat percentage and worksheet.)**

2. I can be reached at **DSN 123-4567, commercial (123) 456-7890, or e-mail JaneQDoe@us.army.mil.**

**CDR/1SG Signature block**  
**CPT, SP**  
**Commanding**