



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
YOUR LETTERHEAD

YOUR OFFICE SYMBOL

Date

MEMORANDUM FOR Fort Bragg Provost Marshal Office (AFZA-PS-P), A-3275 Butner Road,
Fort Bragg, North Carolina 28310

SUBJECT: Detention of EXAMPLE, John Q., 123-45-6789

1. The purpose of this memorandum is to request use of the detention cell for the above service member (SM) for pre-trial/post-trial confinement.
2. SM's detention will not exceed 72 hours while awaiting travel arrangements.
3. The SM will be guarded by the unit.
4. Point of contact for this memorandum is undersigned at your unit phone.

YOUR COMMANDER'S SIGNATURE BLOCK