



DEPARTMENT OF THE ARMY
HHC, 316TH ESC
99 SOLDIERS LANE
CORAOPOLIS, PA 15108-2550

AFRC-SLA-ESC

11 AUG 20

MEMORANDUM THRU HHC 316th Expeditionary Sustainment Command (AFRC-SLA-ESC/SPC Brown)

FOR HHC 316th Expeditionary Sustainment Command (OFFICE SYMBOL/SSG Shively)

SUBJECT: Assigned tasks for 11 August, 2020

1. This Memorandum For Record records the tasks assigned to SPC Tarris for 11 August, 2020.
2. SPC Tarris will complete the U.S Army traffic safety program.
 - a. SPC Tarris will find the course on the Army Learning Management System (ALMS).
 - b. SPC Tarris will send the certificate to SSG Shively upon completion.
3. SPC Tarris will write a mock-up MFR (Memorandum for Record).
 - a. AR 25-50 (Preparing and Managing Correspondence) and AR 25-30 (Army Publishing Program) provide information for the preceding task.
 - b. SPC Tarris will send the completed MFR (Memorandum for Record) to SSG Shively upon completion.
4. The point of contact is SSG Shively at jennifer.c.shively.mil@mail.mil.

FOR THE COMMANDER:

Jennifer Shively
SSG, US Army
HHC NCO