



**DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND**

MEMORANDUM FOR HQ AFRC/AGR PAY CELL

FROM:

SUBJECT: Confirmation of Arrival (COA)

1. The purpose of this memorandum is to confirm that the member identified below has reported for his/her Active Guard Reserve (AGR) assignment and is present for duty, with the purpose of starting pay. The confirmation official must be a representative from the Command Support Staff (CSS) or an individual within the member's chain of command.

2. \_\_\_\_\_ arrived at duty location on \_\_\_\_\_, as directed on AGR Order number \_\_\_\_\_.

3. Once signed by the confirmation official, this document must be submitted to the AGR Pay Cell workflow email address ([HQAFRC.AGRPayCell.Workflow@us.af.mil](mailto:HQAFRC.AGRPayCell.Workflow@us.af.mil)). For any questions, please contact the AGR Pay Cell at DSN: 497-2374, Commercial: (877) 483-5592 or email the workflow box. Thank you.

4. I, \_\_\_\_\_, as the confirmation official confirm the above information is correct and accurate. If you have any questions for me, please contact me at DSN/Commercial: \_\_\_\_\_ or email: \_\_\_\_\_.