

OFFICE SYMBOL

DATE

MEMORANDUM THRU Cdr, LTC Kevin A. Smith, 505th Supply Battalion (unit), Insert
Address_____

FOR JFHQ-XX G1 -----Address

Subject: Letter of Recommendation for SSG Bill Jones

I, LTC _____, Cdr, Unit, recommend SSG Bill Jones SSN XXX-XX-XXXX, as a candidate for reclassification into MOS 51C. While assigned as the duty description, unit, SSG Jones performance has been exemplary.

SSG Bill Jones has the education, discipline, dedication and drive to become an effective and promising Acquisition, Logistics, and Technology Contracting NCO. SSG Bill Jones has 24 semester credit hours towards his Associate, Bachelors or Masters degree from an accredited institution. His organizational skills, leadership and attention to detail are outstanding. He or she (COMMANDER DESCRIBES THE SOLDIER, WHY HE IS A BEST QUALIFIED NCO FOR MOS 51C).

SSG Bill Jones meets the height and weight standards IAW AR 600-9. He exhibits stability in personal affairs IAW AR 600-20. SSG Bill Jones is also deployable, has no profile, has no derogatory information in OMPF and has an updated and signed Family Care Plan on file (if applicable). He or she is aware that he must comply with the Service Remaining Requirement of 60 months IAW 614-200.

I understand that if SSG Bill Jones is selected for MOS 51C, he is authorized Permanent Change of Station orders to receive 51C Reclassification training while his unit may be in a Stop loss/Stop Movement or in a stabilized posture.

I strongly endorse SSG Bill Jones as a candidate for MOS 51C. The Army, Soldiers and the Armed Forces will greatly benefit from his or her exemplary character, attitude and performance.

Point of contact for this information is the undersigned at XXX-XXX-XXXX (phone) or email name@us.army.mil.

Signature Block