

OFFICE SYMBOL

DATE

MEMORANDUM THRU (Your state's G-1)

FOR Chief, Acquisition Management Office, ARNG-AMO, 111 S. George Mason Dr., Arlington, VA 22204-1373

Subject: Letter of Recommendation for SSG Bill Jones

1. I, LTC Alpha Run, Cdr, Unit, recommend SSG Bill Jones, SSN (1245), as a candidate for reclassification into MOS 51C. While assigned as the duty description, unit, SSG Jones performance has been exemplary.
2. Bill Jones has the education, discipline, dedication and drive to become an effective and promising acquisition workforce member (AWM). SSG Bill Jones has 24 semester credit hours towards his Associate, Bachelors or Master's 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).
3. SSG Bill Jones meets the height and weight standards IAW AR 600-9. He currently possess a valid U.S. driver's license and exhibits stability in personal affairs IAW AR 600-20. SSG Bill Jones is also deployable, has no profile, no derogatory information in OMPF, and he has an updated and signed Family Care Plan on file (if applicable). He is aware that he must comply with the Service Remaining Requirement of 60 months IAW 614-200.
4. I understand that if SSG Bill Jones is selected for MOS 51C, he is authorized to receive 51C Reclassification training while his unit may be in a Stop loss/Stop Movement or in a stabilized posture. I also understand SSG Jones will be transferred from his current unit to a Contingency Contracting Team within the state.
5. I strongly endorse SSG Bill Jones as a candidate for MOS 51C. The Army, Soldiers and the Armed Forces will greatly benefit from his exemplary character, attitude and performance.
6. Point of contact for this information is the undersigned at XXX-XXX-XXXX (phone) or email xxx-xxx-xxxx@us.army.mil.

Signature Block