

OFFICIAL LETTERHEAD

OFFICE SYMBOL

MEMORANDUM FOR RECORD

SUBJECT: Supervisor/Director endorsement letter for (LIST PROFESSIONAL DEVELOPMENTAL ASSIGNMENT)

1. In this paragraph, you should indicate why you are endorsing the individual for the particular professional developmental assignment. Avoid focusing on the individual's resume and achievements - instead, focus on their potential, how this developmental assignment will help the individual reach their potential, and the value gained to the Command. NOTE: The letter of recommendation should not exceed one page.

2. This paragraph must include a statement that the duration of assignment is acknowledged and salary will continue to be paid as usual during this time. Include supervisor contact information.

SUPERVISOR/DIRECTOR
SIGNATURE BLOCK