

DEPARTMENT OF THE ARMY
Organizational Name/Title
Standardized Street Address
City, State, and Zip + 4 Code

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Eastern ARNG Aviation Training Site, ATTN: S-3, c/o Department of Military and Veterans Affairs, Annville, PA 17003

SUBJECT: Letter of Recommendation for CWO John Q Smith to attend UH-60 IPC

1. I highly recommend CWO John Q. Smith, XXX-XX-6789; attend the UH-60 Instructor Pilot Course. Must endorse potential for service as an IP.

2. Mr. Smith meets all the prerequisites to attend the course.

OR

3. Mr. Smith will need a waiver for the following requirements:

a. He has 200 of the 250 hours required in course aircraft/type design.

b. He has 0 of the required 50 PC hours.

c. Waiver is enclosed.

4. Mr. Smith has over 2000 hours rotary wing time and is also and IP in the H-? and is a full time IP for the AASF. I accept Mr. Smith's overall aviation experience as justification for the waiver.

5. POC for this memo is Rank First Name Last Name at email and/or phone number.

Encl

FIRST MI LAST
LTC, AV
Commanding

**Note: Must be O5 Commander or Higher!*

If a waiver is needed,
explain recommendation
i.e. deployment