

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR Commander, Counterdrug Task Force, 10620 Mather Blvd,
Mather, CA 95655

SUBJECT: Letter of Recommendation for Last Name, First, Middle Initial, Last 4 of
SSN

1. The above named Soldier / Airman is an active drilling member of _____. I recommend this individual be considered for a position with the Counterdrug Task Force.
2. I acknowledge that the following statements and information are true and accurate prior to placement on Counterdrug orders:
 - a. He / She upholds the highest standards of conduct and personal appearance, and does not currently have any adverse or flagging actions.
 - b. This service member is in a "DEPLOYABLE" status. The member does not have any medical flags, or temporary or permanent profiles that would prevent successful completion of a retention / periodic health assessment.
3. I am aware that the Service member may be serving in the Counterdrug Program only upon receiving my recommendation and endorsement. I am aware that if the Service member fails to maintain the Counterdrug requirements at any time, I may withdraw my recommendation for employment with the Counterdrug Program.
4. I am aware that the SM must continue to attend all regularly scheduled unit IDT / IAD and AT while on FTNGD-CD duty as required per CNGBI 3100.0, National Guard Counterdrug Support.
5. I am also aware that this Service member must recertify eligibility for Counterdrug orders prior to the expiration of current orders, and that no orders for future tours are guaranteed or implied.
3. The point of contact for this memorandum is the undersigned. I may be reached at (xxx) xxx-xxxx or via email at xxxxxxxxxxxx.mil

(Signed by Unit Commander)
SIGNATURE
BLOCK