



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
UNIT / STREET ADDRESS
CITY STATE ZIP CODE

OFFICE SYMBOL

Date

MEMORANDUM FOR Commander, Counterdrug Task Force, 3130 Kilgore Rd, Rancho Cordova, CA 95670

SUBJECT: Letter of Recommendation for Last Name, First Name, MI, Last Four

1. The above named Soldier is an active drilling member of Unit. 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, 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 or 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

6. The point of contact for this memorandum is the undersigned. I may be reached at (XXX) XXX-XXXX or via email at john.j.doe.mil@army.mil

NAME (ALL CAPS)

RANK, (BR), CAARNG or CAANG

Position