COMMANDERS LETTER OF ENDORSEMENT EXAMPLE

UNIT LETTERHEAD
OFFICE SYMBOL

DATE

MEMORANDUM FOR USAR Selection Committee, CIOMR Winter Meeting 2027 (WM27)

Subject: Endorsement for [Rank and Full Name] to attend the Junior Medical Reserve Officer Workshop (JMROW) in conjunction with the CIOMR WM27

1. I am writing to formally endorse [Rank and Full Name] for participation in the JMROW held in conjunction with the CIOMR WM27, scheduled to take place from 24 January to 29 January 2027 in Brussels, Belgium.

2. Speak to why this applicant should be selected to attend and how participation will enhance this officer's professional development.

3. If selected, I will ensure the applicant has the following:

    a. A current passport (blue) with at least 90 days left.

    b. Funding for travel, lodging, and other associated costs will be provided by [unit/organization]. I understand travel dates must allow for arrival on 23 January 2027 and departure on 30 January 2027.

    c. SM is in compliance with WHtR.

    d. SM has completed the appropriate level of PME:

        a. O-1 and O-2 must be Basic Officer Leadership Course or equivalent complete (Air Force OTS or Navy Officer Basic)

        b. O-3 must have Captain Career Course or equivalent complete (Air Force SOS or Navy Primary-level)

    e. A current security clearance has been verified with the unit's security manager.

    f. The unit will provide the SM a security brief and enroll SM into STEP.

    g. The unit will enroll SM into APACs

4. Point of contact for this document is and can be reached at:

SIGNATURE BLOCK