

DEPARTMENT OF THE ARMY
Organizational Name/Title
Standardized Street Address
City, State 12345-1234

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, Western ARNG Aviation training Site, Silverbell Army Heliport, Building L-4500, Marana, AZ, 85653

SUBJECT: Letter of Recommendation for CWO John Q. Smith to attend UH-72A Instructor Pilot (Transition) Course

1. I highly recommend CWO John Q. Smith, 123-45-6789; attend the UH-72A Instructor Pilot Transition Course.
2. Mr. Smith meets all the prerequisites to attend the course

OR

2. Mr. Smith will need a waiver for the following requirements:
 - a. He has 22.8 of the 250 hours required in course aircraft type/design.
 - b. He has 0 hours of the required 50 hours as a PC in the course aircraft type/design.
 - c. Waiver is enclosed.
3. Mr. Smith has over 3000 hours of rotary wing time and is also an 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.

Encl

JOHN W. SMITH
CPT, AV
Commanding