

# LETTER HEAD OF UNIT

OFFICE SYMBOLS

6 February, 2008

MEMORANDUM FOR THRU

(BATTALION IF APPLICABLE)  
(BRIGADE)

FOR President of Federal Recognition Board, JFHQ, First Regiment Road, Wilmington, DE 19808

SUBJECT: Recommendation for promotion - CW2 \_\_\_\_\_

1. CW2 \_\_\_\_\_ is a great asset to the Delaware Army National Guard with exemplary skills in leadership and has shown that he is tactically qualified for his position in the area of maintenance.
2. CW2 \_\_\_\_\_ has met all military requirements for promotion and I recommend to CW3 as soon as possible.
3. I certify that CW2 \_\_\_\_\_ successfully passed the Army Physical Fitness Test on \_\_\_\_\_ and meets the height and weight or Body Fat standards of AR 600-9: Height: \_\_\_\_ inches; Weight: \_\_\_\_, BFS: \_\_\_\_%.
4. If there are any questions, POC for this memorandum is 1LT \_\_\_\_\_ at 302-\_\_\_\_\_.

5 Encls

1. DA Form 705
2. DA Form 3349 (if applicable)
3. DA Form 5500 (if applicable)
4. DA Form 7349
5. Copy of JPAS Statement

\_\_\_\_\_  
1LT, OD, DEARNG  
Commanding