

UNIT COMMANDER LETTER OF RECOMMENDATION

TEMPLATE

(UNIT ADDRESS)

MEMORANDUM THRU (Each intervening headquarters must endorse)

FOR OCS Commander, 193RD Regiment (Regional Training Institute) Bethany Beach, DE 19930-9210

1. After thorough consideration, I recommend _____ to attend the DEARNG OCS Program. He/She has been a member of this unit for _____ months and I have been this Soldier's unit commander for _____ months.

2. My recommendation is based on the following reasons:

3. I understand that if this applicant is accepted, they will be attached to the 193rd Regiment (RTI) for pay, administration and training. I have personally interviewed the applicant and believe that they possess the traits necessary to become an officer. I have reviewed information on individual's application and to the best of my knowledge, it is correct.

4. Applicant has been thoroughly oriented concerning the rigid standards of military courtesy, discipline, and appearance in practice at the 193rd Regiment (RTI) and has indicated to me that they are prepared to spend the time required for study and attendance at the School.

5. I further certify that the individual attained the required GT score of 110 or higher and has at least an Interim security clearance.

6. Point of contact is the undersigned at (302) XXX-XXXX.

COMMANDER'S SIGNATURE BLOCK