Sample

24 October 2018

Memorandum from Major Frederick R. Moore (Ret)

Subject: US Air Force Officer Training School Recommendation for Michael F. Humphreys

To: United States Air Force Officer Training School Selection Board

It is a pleasure for me to write this letter of recommendation for Michael Humphreys. Michael recently graduated from The University of South Carolina in Columbia SC with a Criminal Justice degree and earning a 3.7 GPA in the process. Before attending college, he was a cadet in the Air Force Junior Reserve Officer Training Program at Sumter High School for four years. As the Senior Aerospace Science Instructor during this period, I had the opportunity to observe him nearly every school day. He set a positive example for the entire cadet corps to emulate in the areas of leadership, service, and citizenship. He was a well-rounded and involved student who worked well with his classmates. His outstanding character and willingness to serve are exceptional qualities that made him stand out from his peers.

While in our program, he was the Deputy Group Commander. In this position he was responsible for supervising seven cadet flights, consisting of over 160 cadets. Michael was given this leadership position because of his past performance and potential for growth. He also excelled as a staff cadre cadet at the AFJROTC Cadet Officer Leadership School held at The Citadel. His superior leadership and management abilities contributed significantly to Sumter High School's AFJROTC accomplishing its mission of developing citizens of character dedicated to serving their nation and community.

Michael was an active member of our award winning drill team. He was also very active in community service and earned the AFJROTC Service Ribbon Award four times. Community service activities included but were not limited to: participation in the Veterans of Foreign Wars Buddy Poppy fundraiser for disabled veterans, Red Cross blood drives, and March of Dimes March for Babies.

Michael desires to attend OTS and ultimately become a rated Air Force officer. I highly recommend Michael Humphreys for selection to OTS. He will be an outstanding officer.

Very Respectfully,

FREDERICK R. MOORE, Major, USAF (Ret)  
Senior Aerospace Science Instructor