Sample

21 Jul 2009

MEMO FOR Keesler Air Force Base Training & Evaluation Office

SUBJECT: Letter of recommendation for TSgt Felicity Kendal

To whom it may concern,

It is my great honor to recommend TSgt Felicity Kendal for the position of NCOIC of Training and Instruction. I have known TSgt Kendal in a professional capacity for more than ten years. In that time, working both as a coworker and as a supervisor, I have always observed TSgt Kendal to be very knowledgeable in all aspects of our jobs as staff members supporting the communications division of the U.S. European Command. She has always been consistently helpful in any requirements whether planned or short-notice. She has a keen sense of anticipating needs, not only for communications support but for operational requirements as well.

TSgt Kendal was recently reassigned to the Future Plans office in the EUCOM J6 Division. In a surprisingly short period of time, she has turned around a fledgling operation and made it a highly professional and responsive unit. Her leadership style and personality have created an atmosphere where subordinates want to follow and perform to the highest expectations. The diverse work is performed with outstanding success and TSgt Kendal has earned a tremendous reputation not only from her immediate supervisor, subordinates, and peers, but also from the large joint community of communications specialists.

I am confident that, if selected, TSgt Kendal would perform beyond expectations as NCOIC of Training and Instruction just as she has here, in the Future Plans Office. Even though TSgt Kendal has only been on the J6 staff for six months, she has proven to me that she is capable of assuming the additional responsibilities required as head of Training and Instruction. If you have any questions or would like to discuss anything with me, please feel free to contact me at DSN 314-430-345X.

Sincerely,

SMSgt Wanda C. Waverly, USAF  
NCOIC, TCCC