

(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR Department of the Army (Specific Proponent Address)

SUBJECT: Warrant Officer Recommendation for “Spell out rank” (Rank) Soldiers’ Name (last four SSN)

1. Memorandum should be three to five paragraphs with specific comments about the Soldiers’ character and competence. Include all awards and or accomplishments that will support the Soldier being fully competent to meet the overall mission.
2. Include significant skills that exhibit the Soldier’s achievements and how it has impacted the organizations readiness. Include all accomplishments that support the Soldier being fully qualified and meeting the prerequisites described for the specific MOS. This information should be cross-walked with the Soldier’s resume and DA Form 2-1/ERB.
3. Include your interaction and time period in which you worked or had the opportunity to observe the Soldier. You should highlight their experience and technical capabilities, which support your recommendation.
4. Point of contact is the undersigned at (office phone number) and (provide email address).

(Senior Warrant Officer’s Name)
GRD (CW3 or higher), BR, ARNG