**Attachment B**

Unit Letterhead

Date \_\_\_\_

MEMORANDUM FOR The Adjutant General, Indiana National Guard

SUBJECT: Letter of Recommendation for Last Name, First, Middle Initial, Last 4 of SSN

1. The above named Officer is an active drilling member of \_\_\_\_\_ and has been for \_\_ years. I recommend this individual be considered for a position with the Indiana National Guard.

2. I acknowledge that the following statements and information are true and accurate prior to placement on Active orders:

a. SM upholds the highest standards of conduct, personal appearance, and does not currently have any adverse or flagging actions.

b. This Service member is in compliance with AR 350-1,

c. This Service member has passed a current physical fitness test with a passing score.

d. This Service member has met physical qualifications in accordance with AR 40-501, Standards of Medical Fitness and Supplement 2, Medical Examinations & Standards prior to tour start date, or AFI 48-123-Medical Examinations and Standards. Applicant is medically qualified. Member has had Human Immunodeficiency Virus (HIV) test with the last two years.

e. This Service member is IMR (Individual Medical Readiness) GREEN. The member does not have any temporary or permanent profiles that would prevent successful completion of a retention/periodic physical.

f. I am aware that the Service member will be serving as a BILATERAL AFFAIRS OFFICER (BAO) – NIGER only upon receiving my recommendation and endorsement. I am aware that at any time, if the Service member fails to maintain the above requirements, I may withdraw my recommendation for employment.

3. The point of contact for this memorandum is the undersigned. I may be reached at (Phone).

Officer’s Commander

SIGNATURE

BLOCK