DEPARTMENT OF THE ARMY
ACTIVITY/ORGANIZATION
5635 NAME AVE
INSTALLATION, STATE 11117-1326

REPLY TO
ATTENTION OF

Office Symbol xx November 20xx

MEMORANDUM FOR Army Medical Department (AMEDD) Civilian Corps,
3630 Stanley Road, JBSA Fort Sam Houston, TX 78234

SUBJECT: Nomination for **insert name of program**

1. I recommend Joseph Smith for the Army Medical Department (AMEDD) Civilian Corps NAME OF PROGRAM with no reservations. Mr. Smith has demonstrated leadership, energy, dedication, and has unlimited potential. Those qualities, coupled with this opportunity, will contribute to his development as a senior leader within the AMEDD and the Army.

2. Mr. Smith is a key contributor to the success of his directorate, the G-1/4. Over his three-year tenure in the G-1/4, he has served as a Team Lead, as the Senior Army Team Chief and as the Operations Officer within his directorate. With each assignment, his responsibilities and the associated complexities became more challenging, yet he has managed to accomplish everything with resounding results. Mr. Smith continuously demonstrates the ability to effectively plan, integrate, and mitigate the multifaceted issues he is faced with. The opportunities associated with his participation in the program will further expand his understanding and experience of strategic issues and elevate him as a key contributor to future Army efforts.

3. I completely endorse Mr. Joseph Smith for the program.

JOHN P. ROOGERS
GRADE/RANK, ACTIVITY/ORGANIZATION