



BRANCH OF SERVICE

Unit Name
Street Address
City, State Zip code
XXX-XXX-XXXX

(Use the appropriate letter for your unit)

MEMORANDUM FOR **NGTX-CDP**

Date

FROM: **Member's Name**
Members Address
City, State Zip

SUBJECT: **Job Number, Member's Name**

1. I acknowledge **(Member's Name)** decision to apply for Air Traditional Job Number: **YR-XX**, Duty Title: **Job Title**, Duty Location: **Location Name**. I agree to release this member if the member is selected for this Air Traditional position in the Texas Air National Guard.

2. This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

3. Please direct questions regarding this matter to **Member's Name** or **First Sergeant** at DSN **XXX-XXXX** or **email address**.

COMMANDER'S NAME, Rank, TXANG
Commander