## XXX 18

MEMORANDUM FOR YOUR HOMESTATION BASE EDUCATION AND TRAINING CHIEF

FROM: YOUR UNIT

SUBJECT: Appointment Letter for Career Skills Program (CSP) Representative

1. Per the Career Skills Program PSD Guide, para. 6.1.3.1.6, all sqaudrons with participants of the CSP must, “appoint in writing a designated squadron representative to manage, track and report CSP participation.”

2. YOUR NAME will be participating in the program through the fellowship organized by Shift started ## Month – ## Month 2018. She/he will be feeding information regarding her participation to the following representative:

Rank/Name Office Symbol Phone

RANK/NAME SYMBOL DSN ###-####

3. For further information, please contact YOUR NAME directly at personalemail@address or cell phone number ###-###-####.

FIRST LAST, Rank, USAF

YOUR COMMANDER’S TITLE