DD Month YYYY

MEMORANDUM FOR ARCS COURSE MANAGER

FROM: ORG/SYMBOL

Organization

Street Address

City ST 12345-6789

SUBJECT: Endorsement for Attendance at the Air Reserve Component Seminar (ARCS)

1. I endorse [Member's Name] for attendance at the 2025 [ACSC/AWC] Air Reserve Component Seminar (ARCS). As an officer in our unit, they have consistently demonstrated commendable leadership potential and a strong dedication to our mission. I am confident that the insights and skills gained from ARCS will greatly benefit both the member and our unit.
2. I have placed [Member's Name] as [#] out of [X] applicants.
3. I acknowledge that ARCS is unit-funded, and I hereby commit that our unit will allocate the necessary funds for selected members to participate in this valuable seminar.
4. I have confirmed that all applicants have been reviewed and have no current or previous administrative control (ADCON) actions.

FIRST M. LAST, Rank, USAF

Duty Title

(Align w/ third character of 2nd line)