Office Symbol Date

MEMORANDUM FOR NGAA Company Grade Officer Awards Committee, Post Office Box 663, North Little Rock, Arkansas 72115

SUBJECT: Recommendation for Company Grade Officer of the Year

1. Recommendation. I recommend NOMINEE NAME as the ORGANIZATION NAME nominee for the NGAA Company Grade Officer/Warrant Officer of the Year.

2. Summary. Input a brief synopsis outlining leadership traits, achievements, and distinguishing factors which highlight the individual’s contributions for Calendar Year 2019.

1. Use subparagraphs to outline details of specific traits or accomplishments which distinguished the nominee during Calendar Year 2019.
2. Attach enclosures (certificates, transcripts, newspaper clippings, photos, etc.) as required

3. POC for this matter is the undersigned at (###) ###-####.

 NAME

 RNK, BR

 Commanding

Encl