

6969TH SUPPORT SQUADRON
Bolling Air Force Base
Washington 25, D. C.

SUBJECT: Instructions for Preparation of Recommendation Letters

TO: Rating Officers Concerned

1. The following information is submitted to assist you in the preparation of the letters of recommendation:

- a. Self explanatory.
- b. Strike out appropriate word or words.
- c. Self explanatory.
- d. Self explanatory.
- e. In the event officer is not filling an authorized vacancy, it will be shown by inserting the word "none" in blank spaces.
- f. If officer has performed no other principal duties during this period use the word "none."
- g. Evaluation: This should be a clear, concise word description, citing specific achievements of the officer. Non committal recommendation will not be accepted.

If the officer is not recommended this space will be utilized to state reasons why.

- h. Strike out appropriate word or words.
- i. Remarks: May include noteworthy additional duties, special details or projects to which officer is assigned, letters of commendation received since last promotion.

2. Recommendations will be indorsed by the supervisor of the officer preparing the letter of evaluation.

3. Information contained in the letter of evaluation and/or indorsement will not be classified higher than restricted.

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4. In the event the allocated space is insufficient for your remarks, evaluation, etc, continue on an extra sheet of paper making reference to the appropriate item.

FOR THE COMMANDER:



FRANCIS C. AXTELL
Captain, USAF
Personnel Officer