

Date

MEMORANDUM FOR Commander, USAJFKSWCS (PSYOP Selection Board),
Fort Bragg, NC 28310

SUBJECT: Soldier Justification for Reclassification into CMF 37
(PSYOP)

1. Paragraph one will explain a history of the Soldier to include place of birth, where attended civilian schooling, and family.
2. Paragraph two will explain a history of the Soldiers military career to date. It will also contain the Soldiers short term and long term goals.
3. Paragraph three will explain why the Soldier wants to reclass into PSYOP. It will contain where they heard about PSYOP. Why they think they will be an asset to PSYOP and ARSOF. What language they would like to learn and why.
4. Paragraph four will contain the Soldiers point of contact info to include a phone number and AKO email address.

/// SIGNATURE ///

JOHN DOE

RANK, USA

NOTE: This memorandum is limited to TWO pages only! It will be prepared IAW the Army Writing Program. The font will be Courier New / size 12 and have one inch margins all around. The Soldiers signature block will be 5 spaces from the last line of paragraph four, the first letter of the first name will be centered on the page. Proper grammar and spelling COUNT!