



SAMPLE STATE FORCE DEVELOPMENT ANNOUNCEMENT MEMO

TO:
FROM:
CC:
DATE:

Subject: Officer Career Management

MEMORANDUM FOR XXANG O-6, O-6 Select, and O-5 Members

Attached you will find a form titled, "XXANG Officer Career Planning Form" which I need you to complete, save, and return to me no later than COB Thursday, 2 June. I realize that this is a relatively short suspense, but your cooperation in meeting this deadline is appreciated.

On Sunday, 5 June 2011, the TAG, A-TAG, and the CoS will convene a State-X Air National Guard Officer Career Management Board, which will review all current O-6, O-6 Select (those with certificates of eligibility) and O-5 members. Timely completion and submission of the attached form will be critical to our efforts. In addition, I ask that you go to Virtual MPF, obtain your Data Verification Brief and forward the brief to me as well. You may need to print, scan, and attach.

If you have any questions, please do not hesitate to contact me.

XXANG Assistant Adjutant General-Air
Office:
Cell:
DSN:

6 Oct 11

