

# LETTER OF INTENT TEMPLATE

(Use Appropriate Letterhead)

MEMORANDUM FOR CONSIDERATION FOR INCLUSION ON SENIOR ENLISTED BENCH

FROM: Applicant Rank and Name

SUBJECT: Letter of Intent for Rank and Name

1. I [**Rank and Full Name**] request inclusion in the National Guard Senior Enlisted Leadership Bench Program. I understand that by requesting inclusion on the Bench, I may be selected to serve on short notice in a position that best represents the National Guard regardless of personal preference (*only if applying for assignment opportunities*).
2. Explain why you would like to be considered for inclusion on the Senior Enlisted Bench. Explain how an assignment or executive-level education opportunity through the Senior Enlisted Bench Program would benefit your State/National Guard mission.
3. As a nominative level E9, explain how your attributes, talents, skills, and abilities align with the roles and responsibilities performing duties for a general officer at the directorate level on either the National Guard Bureau Joint Staff, Army National Guard or Air National Guard staff.
4. Indicate if you have any **previous** adverse actions or are **pending** any adverse action. Indicate whether you have any referral evaluations on file. Indicate if you meet current height and weight standards.

*Limit to one page.*

Signature Block: Applicant