

ENDORSEMENT LETTER TEMPLATE

(Use Appropriate Letterhead)

MEMORANDUM FOR DIRECTOR, SENIOR LEADER MANAGEMENT, NATIONAL GUARD
BUREAU

FROM: **Appropriate Leadership Office Symbol**

SUBJECT: National Guard Senior Enlisted Leadership Bench Program Application for **Rank and Name**

The paragraphs should highlight these topics, but are not limited to:

1. I am recommending **[Rank and Full Name]** for inclusion in the National Guard Senior Enlisted Leadership Bench Program.
2. The nominee's Current Duty Title. Performance summary listing significant jobs performed by the nominee (only include positions viewed as significant in the military or civilian career of the member).
3. Why member should be selected for inclusion on the Senior Enlisted Bench. How the member's inclusion will benefit the National Guard. How an assignment and/or professional development will enhance skills, career goals, and any projected career moves.
4. Point of contact for this endorsement is the undersigned at **[phone number]** and/or **[email address]**.

Limit to one page.

Signature Block:

Field Member: TAG or Commanding General

Stat Tour: Deputy Director