

*Figure 10

Sample OIC Nomination Memo

[date]

MEMORANDUM FOR CCAF/DFAL

FROM: [Full Unit Address]

SUBJECT: Occupational Instructor Certification Nomination

1. The following individual(s) is/are submitted according to the Campus Relations PPG for award of the Occupational Instructor Certification:

[nominee's rank, full name and social security account number]

[nominee's rank, full name and social security account number]

2. Please mail certificate(s) and supporting documents to:

[Unit/Office Symbol]

[Unit Address]

[Base, State, 9-digit Zip Code]

3. Please address any questions to our CCAF POC [*rank, name*] at DSN [*number*] or [*E-mail address*].

[signature/signature block of affiliated school commander, commandant or PME flight chief]