

Attachment A



**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCE RECRUITING SERVICE (AETC)**

FOR OFFICIAL USE ONLY (FOUO)

DD-MONTH-YEAR

MEMORANDUM FOR FSO (BASE)

FROM: SQUADRON CC or AFROTC DET PAS MAILING ADDRESS
CITY STATE ZIP

SUBJECT: RAP Participant RANK and NAME, Recruiter Assistance Program (RAP)

1. In accordance with AFI 36-3003, Military Leave Program, 26 October 2009, paragraphs 12 thru 12.7; Table 7, Rule 43 and paragraphs 14.10 thru 14.10.6, the below listed member participated in RAP for the period indicated.

STATUS: Permissive TDY
RANK, NAME: A1C John Doe
SSAN: XXX-XX-XXXX
NUMBER OF DAYS: DD-MM-YY TO DD-MM-YY
INCLUSIVE DATES: DAY-DAY MONTH YEAR

2. Direct questions to (Name of RAP Monitor)-Position-SQ or DET, email: RAPmonitor@us.af.mil
commercial: (555) 555-5555.

FIRST M. LAST, RANK, USAF
TITLE, DETACHMENT XXX

1st Ind, [Office symbol for 1st Indorsement official]

DD-MONTH-YEAR

MEMORANDUM FOR 3XX RCS/CC
Member successfully completed XX days of RAP with XX Detachment.

FIRST M. LAST, RANK, USAF
TITLE, 3XX RECRUITING SQUADRON