

DATE

MEMORANDUM FOR HQ AETC A9 SAS/AAA

FROM: (Input unit commander office symbol)

SUBJECT: Commander's Interview Letter

MSgt XXXX XXXXXXXX was interviewed to be a subject matter expert as part of a team to develop a promotion test at the Studies and Analysis Squadron, Airman Advancement, JBSA-Randolph, TX. MSgt XXXX XXXXXXXX meets all the following requirements:

- a. Holds the AF Active Duty grade of MSgt or SMSgt (CMSgt for PFE/USAFSE)
- b. Possess the 7-skill level for and work in the AFSC for which they are scheduled to write tests. NCOs who possess the 9-skill level may be selected if they have advanced from the career ladder for which the tests are being developed. (Does not apply to PFE/USAFSE)
- c. Familiar with the major types of equipment and duties in the specialty, have extensive background in the career field (including technical training where appropriate courses are available), and have working knowledge of primary reference material in the career field. (Does not apply to PFE/USAFSE)
- d. Meets all the experience requirements identified by the MAJCOM POC.
- e. Has a good verbal and writing ability.
- f. Has no personal or family problem, or future TDY requirements that would interfere with availability for the entire TDY.
- g. Has no spouse or immediate family member (defined as children, stepchildren, and siblings) in the Air Force eligible to take the test(s) to be written, or any other close personal relationships that may place the SME in a compromising position.
- h. Has no derogatory information that has the potential to discredit the promotion test development process.
- i. MSgt XXXXX's current contact information: work: XXX-XXX-XXXX, mobile: XXX-XXX-XXXX.

Commander's signature block

As of: 7 Aug 20