

[DATE]

MEMORANDUM FOR CCAF/DEAL

100 South Turner Blvd  
Maxwell-Gunter AFB AL 36114-3011

FROM: UNIT

Street Address  
Base/City, State Zip

SUBJECT: CCAF Professional Manager Certification Nomination

1. I support and recommend MSgt XXX XXXXXXXX (Last 4 of SSAN) for award of the CCAF Professional Manager Certification.
2. MSgt XXXXXXXX is a member in good standing and has demonstrated sound leadership and management in the performance of his Air Force duties.
3. Please mail certificate(s) and supporting documents to:

UNIT  
Street Address  
Base/City, State Zip

Please address any questions to the nominee's supervisor (SMSgt XXX) at DSN 111-1111 or [xxxx@us.af.mil](mailto:xxxx@us.af.mil).

COMMANDER'S SIGNATURE BLOCK

Attachments:

1. XXXXX University Transcript
2. XXXXX University Transcript