DD Month YYYY

MEMORANDUM FOR AFGC/A3

 AFGC/A7

FROM: XX WING

 Street Address

 City, ST 12345-6789

SUBJECT: Wing Commander Endorsement for Attendance to Agile ACSC

1. I endorse [Member's Name] for attendance in the 2026 Agile Air Command and Staff College (ACSC) program. As an officer in our wing, [Member] has consistently demonstrated commendable leadership potential and a strong dedication to our mission. I am confident that the insights and skills gained from Agile ACSC will greatly benefit both the member and our wing.
2. I have placed [Member's Name] as my [#] out of [X] applicants.
3. I have confirmed that the applicant’s record has been reviewed and that they have no current or pending administrative control (ADCON) actions. [Member] is eligible to attend Agile ACSC.
4. I acknowledge that Agile ACSC involves a two-week, in-person, full duty day, IDE & JPME 1 capstone course at Hickam Air Force Base. I approve [Member’s Name] to be released from daily flying and/or office duties to participate in this seminar, DD Month YYYY – DD Month YYYY.

FIRST M. LAST, Rank, USAF

Commander, [Wing or Equivalent]