

6/7/2018



**Command Recruiting Request Letter**

**Greetings from Denver,**

It's come to my attention that you are interested in returning the area to assist the recruiting effort. As the Program Specialist, it's my job to screen and facilitate this process. Listed below, you'll see a series of questions that I need answered in order to generate orders from your command.

First, print this document and ensure your Platoon Sergeant or Staff Non-commissioned Officer in Charge (SNCOIC) fills out the requested information. Once signed by your SNCOIC, fax the recorded information to me or the recruiting office that initiated your request. Once received on our end, the information will be forwarded to the unit Sergeant Major for approval. If approved, an official request from RS Denver will be routed to your command. If your command authorizes you to return home, use the listed dates to arrange for round-trip air travel back to your unit. For any other questions, please call the Recruiting Substation SNCOIC.

Respectfully,

Staff Sergeant Madden, Program Specialist, Recruiting Station Denver

**ADMINISTRATIVE DATA:**

- Full name, rank, MOS and EDIPI: \_\_\_\_\_
- CDR Start date – Stop date: \_\_\_\_\_
- Home address: \_\_\_\_\_
- Driver's license state and expiration date: \_\_\_\_\_
- Do you have personally owned vehicle at your home address? \_\_\_\_\_
- Cell phone number: \_\_\_\_\_
- Recruiter rank and name: \_\_\_\_\_
- Current PFT and CFT score: \_\_\_\_\_
- Number of Delayed Entry Program referrals; names:  
\_\_\_\_\_  
\_\_\_\_\_
- Current unit and the address:  
\_\_\_\_\_  
\_\_\_\_\_
- Unit phone number; fax: \_\_\_\_\_
- Unit POC and email: \_\_\_\_\_
- SNCOIC Name and Rank \_\_\_\_\_  
signature/date: \_\_\_\_\_

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RECRUITING STATION DENVER