*OFFICE SYMBOL (RN 600-8-19b2)* *Date*

MEMORANDUM FOR President of the Board

SUBJECT: *Reason for corresponding with the board president*

1. I have reviewed my official military record and board packet and I wish to be considered for placement on the First Sergeant (1SG) Best Qualified Leader list.

2. *In your own words, summarize* *all relevant leadership expeirence (duty positions, broadening assignments, accomplishments) that a board may not see in your current record. Aditionally, specify why you desire to become a 1SG and what the board should consider when determining if you are qualified to be appointed as a 1SG. Memorandums will not exceed 1 page. Reference AR 25-50 for specific guidance on formatting.*

3. *Include a point of contact in the last paragraph.*

*SOLDIER’S NAME*

*RANK*, ILARNG

*Duty Title*