



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL
CENTER

11 January 2010

MEMORANDUM FOR HQ RMG/DPMT
HQAFRC/A1KA
AFIADL
IN TURN

FROM: 321 SFS/CC

SUBJECT: Request of Career Development Course (CDC) Reactivation

1. Request your approval for reactivation of mandatory 3P071 CDC for the following individual assigned to the 321 SFS.
 - a. NAME/RANK: First M. Last, SSgt
 - b. SSAN: 123-45-6789
 - c. UNIT ADDRESS: 321 SFS/SFTT Attn: TSgt (*UTM or Supervisor*)
5678 Main St. bldg 1408
Lowry AFB,CO
48045-5247
 - d. MAJCOM: AFRC
 - e. TEST CONTROL FACILITY: 321 MSS/DPT
5500 Main St., Ste 104
Lowry AFB,CO
49145-5231
 - f. TCF ID: 48145-5231 4
 - g. CDC COURSE NR: 3P071
 - h. COURSE TITLE: Security Forces Craftsman
 - i. DATE ENROLLED: 9 Nov 04
 - j. EXAM ON FILE: Yes/No
2. JUSTIFICATION: Include detailed information why the member did not complete the CDC, and what will be done to ensure the member will satisfactorily complete the CDC within 90 days, if reactivated. SSgt First M. Last understands if the CDC is reactivated, it is only for 90 days in order to complete the course exam.
3. If additional information is required contact UTM (Name) and/or Supervisor (Name) at DSN: 555-5696.

///Signed///
ROBERT W. SMITH, LtCol, USAF
Commander

Attch: CDSAR Enrollment Screenshot