



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) Reenrollment

1. Request your approval for reenrollment 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 in a timely manner.
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