

Attachment 3 – Sample Statement of Understanding

MEMORANDUM FOR UNIT CC OR DET/CC

(Date)

FROM: Member

Subject: Statement of Understanding

I hereby acknowledge that I have been notified of my nomination to be considered for promotion to the grade/rank of E-9/CMSgt under the Air Force Reserve Stripes for Exceptional Performers II (STEP II). In the event I am selected for promotion, I understand and agree that I must complete the CMSgt Orientation Course (COC) prior to assuming the higher grade. I further understand that the promotion effective date to the higher grade will be no earlier than the first day of the month following completion of the CMSgt Orientation Course.

(Printed Name and Rank)

(Signature)