

ORGANIZATION LETTERHEAD

OFFICE SYMBOL

MEMORANDUM FOR

Installation Management Agency, Plans Division, 2511 Jefferson Davis Highway, Taylor Bldg, Room 12062, ATTN: SFIM-PL-Q (ACOE) Arlington, VA 22202-3926 o

Strategic Management and Innovations Branch, Office of the Chief of Staff, Army, ATTN: Ms. Gail Terry, 1550 Crystal Drive Crystal Square 2, Ste 1001, Arlington, VA 22202

SUBJECT: Army Communities of Excellence (ACOE) and 2004 Army Performance Excellence Award (APEA) Joint Board of Examiners (JBOE) Nomination for Examiner

1. I nominate [ENTER FULL NAME/RANK, ENTER ORGANIZATION](#) as a member of the ACOE and APEA Joint Board of Examiners. We acknowledge the time commitment for this additional responsibility. I believe [ENTER FULL NAME](#) has the knowledge, skills and experience necessary to perform in this JBOE role.
2. The point of contact for additional information is [COMMANDER OR HIS REPRESENTATIVE](#).

FOR THE COMMANDER:

[Signature Block](#)