



**(COMMAND OFFICIAL LETTERHEAD)**  
**SERVICE TITLE**  
**Command Name**  
**First Line of Address**  
**CITY (FPO/APO), STATE ZIP-CODE**

From: Commanding Officer, Command Name

To: Defense Information School, (Attn: Photography Workshop Coordinator)

Subj: RECOMMENDATION ICO SGT JOHN J. SMITH, USA

Ref: (a) DINFOS FT GEORGE G MEADE MD DVI Listserve Message Dated 4/13/09

Encl: (1) Compact Disc containing 12-20 images

1. In accordance with reference (a), enclosure (1) is forwarded strongly recommending selection.
2. (One paragraph endorsement founded on nominee's performance and history in the photojournalism career field).
3. Command point of contact is MSG Jones, TEL: (XXX) XXX-XXXX / DSN: XXX, E-mail: [jones@anyunit.dod.mil](mailto:jones@anyunit.dod.mil).

Signature