DD Month YYYY

MEMORANDUM FOR DAF-MIT AI Accelerator

FROM: ORG/SYMBOL

Organization

Street Address

City ST 12345-6789

SUBJECT: Commander's Recommendation for Special Experience Identifier (SEI) [SEI Title]

1. I am writing to recommend [Member's Name, Rank, and AFSC] for the award of the [Specific AI SEI - AI Lead/Machine Learning/AI Practitioner] Special Experience Identifier. This recommendation is based on [Member's Name]'s exemplary performance, qualifications, and contributions in the field of Artificial Intelligence.
2. [Member's Name] has demonstrated outstanding expertise and leadership in [specific AI-related area, e.g., AI strategy, machine learning implementation, AI program management]. Their involvement in [specific projects, initiatives, or roles] has significantly contributed to the advancement of AI capabilities within our unit and the broader Air Force mission. [Include specific examples or achievements].
3. In accordance with the SEI criteria, [Member's Name] has successfully completed the required training courses and possesses the necessary experience and knowledge. This includes [list specific courses, duration of experience, and any other relevant qualifications].
4. Awarding [Member's Name] with the [Specific AI SEI] will not only recognize their individual expertise but also enhance our unit's AI capabilities. Their expertise aligns perfectly with the roles and responsibilities outlined for the SEI, and they are poised to continue making significant contributions to our AI initiatives.
5. I fully support [Member's Name]'s application for the SEI and am confident in their ability to uphold the high standards associated with this designation. Their dedication to AI excellence is an asset to both our unit and the Air Force as a whole.
   1. For any additional information or clarification, please feel free to contact me directly at [Commanders Contact Information].

Thank you for considering this recommendation.

FIRST M. LAST, Rank, USAF

Duty Title