DD Month YYYY

MEMORANDUM FOR DAF-MIT AI Accelerator

FROM: ORG/SYMBOL

 Organization

 Street Address

 City ST 12345-6789

SUBJECT: Request to Award Special Experience Identifier (SEI) for [SEI Title]

1. I, [Member's Name, Rank, and AFSC], hereby submit my request for the award of the [Specific AI SEI - AI Lead/Machine Learning/AI Practitioner] Special Experience Identifier. This request is supported by the enclosed documentation that demonstrates my qualifications and contributions in the field of Artificial Intelligence.
2. Over the course of my service, I have engaged in numerous initiatives and projects that have fortified my expertise in [specific AI-related area, e.g., AI strategy, machine learning implementation, AI program management]. Notably, my involvement in [list specific projects or roles] has significantly contributed to the advancement of AI capabilities within our unit and aligns with the Air Force’s broader mission objectives in AI.
3. As part of this request, I have included my Commander's Recommendation, which further details my accomplishments and suitability for this SEI. Additionally, enclosed are my AF2096 form, relevant school transcripts, and my personnel records, all of which collectively validate my expertise and experience as per the SEI criteria.
4. The training and experience that I have acquired, including [list specific courses, duration of experience, and any other relevant qualifications], equip me with the knowledge and skills essential for the [Specific AI SEI]. These qualifications are in accordance with the established criteria for the SEI and are indicative of my commitment to AI excellence within the Air Force.
5. I am confident that the award of this SEI will not only formally recognize my contributions and expertise in AI but also enhance the capabilities of my unit and the Air Force in this critical field. I am committed to continuing my professional development and contributing to AI initiatives that support our mission.
6. I am available for any further information or discussions required as part of this application process. Thank you for considering my request for the award of the [Specific AI SEI].

FIRST M. LAST, Rank, USAF

Duty Title