MEMORANDUM FOR ASOpS/DOI FLT/CC

FROM: [STUDENT’S CC or DO]
[UNIT ADDRESS]

SUBJECT: Release to Attend Space and Missile Intelligence Formal Training Unit

1. [PRIORITIZED LIST OF STUDENT NAMES AND RANKS] are authorized to attend Space and Missile Intelligence Formal Training Unit (SMIFTU), [COURSE NUMBER] from [START DATE] through [END DATE]. If selected, I will release [ALL/UP TO X] of these individuals, and they will be exempt from all duties, appointments and unit activities for the duration of the course. I also understand that the student selection board is held approximately 45 days prior to start of class date and that while this letter authorizes release, the students may not get selected for the course.

2. I understand that any request for withdrawal from this course must be submitted to the ASOpS/DOI Flight Commander via email (ASOpS.SMIFTU@us.af.mil@us.af.mil) no later than 15 days prior to the course start date. If, after that deadline, any of these individuals must withdraw due to a bona fide operational need or emergency, I will submit a written withdrawal request to the ASOpS Commander explaining the circumstances.

3. I also understand that AFSPC will fund TDY expenses (with exception of rental cars) only for Air Force students in an AFSPC billet that requires the course in accordance with AFI 14-2 Space. All other personnel’s TDY expenses are entirely funded by their respective home units. I have allocated funding for any TDY expenses my unit will incur for those individuals who are selected to attend the course.

4. My signature below certifies that the student has been cleared for attendance by their supervisor, their Resource Advisor, and finally, their leadership.

5. Please contact me directly with any questions or for further information at [E-MAIL] or [PHONE].

[STUDENT’S CC OR DO SIGNATURE BLOCK]