



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

ATSS-XXX

02 July 2018

### MEMORANDUM FOR RECORD

SUBJECT: Statement of Instructor Hours for SGM John J. Doe

1. SGM John J. Doe served as a facilitator and primary instructor for the Resident Course from dd/mm/yyyy to dd/mm/yyyy.
2. As a primary instructor SGM Doe taught the following classes consisting of (Put class numbers).

Class	Start Date	End Date	Hrs
68	14 Aug17	17 Oct 17	80
68	21 Oct 17	15 Jan 17	80
Total Hours			160

3. Point of Contact for this memorandum is the department FDRP Manager SGM Last, First MI at 744-XXXX or enterprise email.

LAST, FIRST MI  
SGM, USA  
Department FDRP Manager