



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**

MEMORANDUM FOR HQ RIO IR Advisory Council Advisory Board

FROM: NAME
Address
Address cont

SUBJECT: Letter of Application to Serve on the HQ RIO IR Advisory Council

1. Please use this this first paragraph should state why you want to be a member of the council, any unique experience/insight you could bring to the council and what you hope to accomplish as a member.
2. (Mandatory Statement, do not delete) I understand that if I am selected to serve on the IR Advisory Council that it is a 2-year term, and I am responsible for informing my unit supervisor of my selection. I also acknowledge that I will attend quarterly Advisory Council meetings (virtually) in a Points-Only status and that this is a voluntary additional duty that will not interfere with my assigned duties.
3. Please include your contact information here, including an email other than your military email. Please specify your preferred contact method as well.

SIGNATURE BLOCK

Title

Attachments:

1. CDB
2. Military Resume or Bio