



NEW JERSEY ARMY NATIONAL GUARD
1948TH CONTRACTING TEAM, 57TH TROOP COMMAND
3601 Technology Drive
Fort Dix, NJ 08640

NGNJ-HHQ-CO

14 AUGUST 2021

MEMORANDUM FOR RECORD

SUBJECT: Additional documentation for Functional Area (FA) 51 packet for XXXXX

1. Highly motivated junior officer is searching for growth and application of skill set and experience in technology and business with the 19XXth Contracting Team.
 - a. Officer meets all the requirements of the Acquisition Corps as outlined in T32 51C - (FA) 51.
 - b. Formal education includes Bachelor of Science.
 - c. Officer has a broad background in Science, Technology, Education and Business and believes he can be a positive, contributing team member of the 19XXth Contracting Team.
2. Confirming Official Military Personnel File is updated and current.
 - a. Information has been reviewed in iPERMS and is current as of XXXXX
3. Point of contact for this memorandum is the undersigned at XXXXXXXX and XXXXXXXXXXXX

Joe Smith
CPT, LG
Title