



Recruit Memorandum



Recruit Name: _____ Class #: _____

Date & Time of Infraction: _____

Person Ordering Memo: _____

Violation of Rule #: _____ (Quote relevant section below)

Describe Infraction: _____

Intended Remedy: _____

Recruit Signature: _____ Date: _____

FORWARD TO STAFF/INSTRUCTOR WHO ORDERED MEMO

Requesting Person's Comments: _____

FORWARD TO ACADEMY OFFICE

Director Decision: File as Memo Insufficient data--rewrite