



**DEPARTMENT OF THE AIR FORCE
603D AIR OPERATIONS CENTER
RAMSTEIN AIR BASE GERMANY**

DD MONTH YYYY

MEMORANDUM FOR 86 FSS/FSDP

FROM: XX UNIT/CCF

SUBJECT: First Term Airmen Course (FTAC) Non-Attendance Justification

1. A1C FIRST/LAST NAME was unable to attend FTAC within 45 days of date IAW AFI

36-2670 due to ...

2. If you have any questions or concerns, please contact me at DSN XXX-XXXX or by email at first.last@us.af.mil.

FIRST MI. LAST, RANK, USAF
First Sergeant, UNIT/CCF