



OFFICE OF THE QUARTERMASTER GENERAL

Sample TWI Packet

QM PERSONNEL PROponent OFFICE

Training With Industry Application Checklist

All documents should be submitted single-side in the following order into Portable Document Format (PDF)

Name: _____

Letter of Recommendation sign by the Battalion Commander in Chain of Command

Official DA Photograph

Resume

TWI Memorandum of Understanding

Current Enlisted Records Brief (ERB)

Last Five NCOERS

College Transcript(s) (Not required for the position, but is a benefit to your package)

Copies of Professional Certificates (if applicable)

DA Form 705 (within the last 6 months)

DA Form 5500 (Body Fat Worksheet) if applicable

Agreement to reenlist (to meet the TWI training requirement) if applicable

*note: Incomplete packets will not be considered for TWI program and will be returned to the NCO indicating package shortages.



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ATSM-QMG-E

21 September 2010

MEMORANDUM FOR Office of the Quartermaster General, ATTN: Enlisted Personnel
Proponent Office, Fort Lee, VA 23801

SUBJECT: Letter of Recommendation for the Training with Industry (TWI) Program

- 1. A narrative on why the Non-Commissioned Officer is being recommended for this program**
- 2. If Selected how will the Non-Commissioned Officer effect the future force**
- 3. POC Information**

JOE E. SAMPLE
LTC, LG
Commanding

Name:
Rank:
Address
Phone Number:

Work Experience: (Example)

Enlisted Aide to the Commandant United States Army War College
Carlisle Barracks, Pennsylvania Jan 2008 - Present

Enlisted Aide to the Commander United States Armor Center and School
Fort Knox, Kentucky Oct 2007 - Jan 2008

Summary of Work Experience from 1992 to Present: (Example)

- Execute meals for distinguished guests and visitors, to include the President of the United States, Ambassadors, Secretaries of the Army, General Officers, Heads of State, Prime Ministers, Foreign Leaders, Civilian Industry Leaders, Actors, Professional Athletes, and Musicians.
- Plan, purchase, and prepare meals for commanders personal consumption and all official functions using private and Government budget.
- Prepared five star meals each with five to eight courses.
- Hired by local commanders and senior executive service members to cater private functions.
- Responsible for Distinguished Visitors Quarters (DVQ's). Reported weekly to the Commanding General on all activities and updates. Selected NCO Food Service Specialist's to support the DVQ's. Developed a balanced and nutritious menu to include dietary restrictions and special needs meals. Supervised all DVQ soldiers to ensure post commanders standards were being reinforced and Army individual standards where in compliance. Assisted protocol with visitor's reservations and schedules. Assisted the Enlisted Aide for the Commanding General when needed for official functions.

Education:

- Master Certified Food Executive September 2009
- Certified HACCP Manager September 2009
- Certified Professional Food Manager September 2009
- Serve Safe Qualified April 2009
- SLC (ANCOC) April 2009

- Certified Food Contract Representative April 2009
- Enlisted Aide Course April 2007
- Basic Leader Course (BNCOC) Jan 1999

Culinary Competitions

- Cake Decorating, 2nd Armored Calvary Regimental (Gold Medal), October 1994
- Ginger Bread House Charity Event, Fort Bliss, Texas, December 1997
- Competed for the Phillip A. Connelly Award in Field and Small Garrison Competition, Fort Bliss, Texas, 1995

Special Skills and Interests

- Worked with pulled and poured sugar for display and garnish.
- Good knowledge of home style cooking and can adapt it to a formal setting to increase the dinners experience.
- Experience with HACCP
- Managed cost per plate and meals budget.
- I am interested in either becoming a personal chef, or owning my own catering company.

Training With Industry (TWI)
Memorandum of Understanding
(this form replaces DA Form 1618 for the TWI Program)

1. I understand that if I am selected to participate in the Training With Industry (TWI) Program, as outlined in AR 621-1, I will incur an active duty service obligation (ADSO), IAW AR 350-100, in the United States Army for a period of three times the length of the period, computed in days, that I am educated under the provisions of my program. I further understand this ADSO is to be served consecutively with other civilian ADSOs.

2. My commercial company(s) order of preference is as follows:

A. _____

B. _____

C. _____

If for any reason I cannot be assigned to any of the choices I listed above, I ___ desire ___ do not desire to attend the commercial company as may be determined by my career management division.

(Print full name)

(Signature)

(Rank) (Branch) (SSN)

(Date)