



Contractor Attendance for The Civil Engineer School Air Force Institute of Technology

MEMORANDUM FOR: CONTRACTOR STUDENTS

FROM: AFIT/CE

1. This memorandum must be fully completed and returned to the appropriate course manager.

a) Name of Student: _____

b) Student Office Address: _____

c) Name of Company/Firm: _____

d) Address of Company/Firm: _____

e) Payee: COMPANY STUDENT

f) Employment Verification Form Required on Company Letterhead

Course Information:

Course Number and Name: _____

Course Dates: _____

2. Attendance will be on a space-available basis. An SDN will be issued based on payee (e), and **REQUIRED** for payment. The appropriate course tuition must be paid prior to class start date.

3. For the course listed above you are in agreement that the contractor is employed by the company or firm stated and requires this training to perform their current job and or duties as assigned in accordance with the contract number listed.

Government Contractor Officer Representative
Sign here to approve requirement:

COR DoD email address: _____

4. If you have any questions on the above information, please send your questions to AFIT.CE.CMC@us.af.mil and a response will be sent in a timely manner.