



Mr. Jon Cliborne
Executive Director
ater Criminal Justice Training Academy
6130 County Drive
Disputanta, VA 23842

Dear Mr. Cliborne:

This letter is to confirm that the instructor(s) listed on this letter conducted “in-house” annual firearms training, communications on-the-job training or FTO training on the dates and hours listed below for the subject(s) checked.

NAME	I.D. #	DATE	HOURS	SUBJECT		
				FIREARMS	COMM.	FTO

Please apply these hours towards the mandated instruction hours required by DCJS pursuant to the administrative requirements referenced in [6VAC20-80-90](#) of the Rules Relating to Certification of Criminal Justice Instructors.

Sincerely,

