Adaptable Certificate Template from Lohnlotse e.V. (a registered association)

Rank, Name, Surname

Personnel Number

**To**

**Personnel Management for the German Armed Forces**

**S1 (Personnel Management)**

Location, 18.08.2011

Subject

Use of private communication and data processing systems within the scope of service

**Dear Sir/Madam,**

Within the scope of my training to become an office administrator and my sergeant training courses, I need to use a PC to prepare and work on the educational material. In order to ensure the greatest level of success in completing my training, I have purchased a computer using my private funds. I hereby state that I am using my computer within the scope of my training and courses.

Signature of the applicant

**Statement from the department:**

*Writing material and office tools must be procured in accordance with VMBl [The Ministerial Gazette of the German Ministry of Defence] 1970, page 374. Using a PC or a laptop for this training and these courses is very propitious and is hereby approved by the department.*

Signature of superior