



HEADQUARTERS, UNITED STATES FORCES KOREA

OPC 371 BOX 27
APO AP 96271-9001

FKPM

13 April 2026

MEMORANDUM FOR To Whom It May Concern

SUBJECT: Letter of Recommendation for Sergeant Lee, Jong Wook

1. It is with great confidence that I recommend SGT Jong Wook Lee for a software engineering role. I had the privilege of serving as his direct supervisor from December 2024 to April 2026, while he served as my interpreter in the United States Forces Korea Provost Marshal's Office. In that time, I observed two things consistently: he solves problems before being asked, and he operates with a level of precision and trustworthiness that is rare at any rank.
2. In a 4-star headquarters, we operate on a foundation of absolute trust. SGT Lee was granted access and entrusted with responsibilities at a level typically reserved for individuals with the highest institutional confidence. We extended that trust because he earned it, consistently and without exception. An organization that gives him access to sensitive systems or proprietary codebases will find he treats that responsibility exactly as he treated it here.
3. Outside of his official duties, SGT Lee identified a recurring manual workflow and built a document tool to automate it. A task that previously took three days was reduced to three hours. The security section adopted it as their standard process, and it remains in active use today. He was not asked to do this. He saw the inefficiency, built the solution, and delivered it. That instinct, to find the problem and fix it without waiting for direction, is what I observed throughout his tenure, and it is what distinguishes strong engineers from average ones.
4. While serving in a junior role, SGT Lee demonstrated leadership and ownership that set him apart. He was selected for the sole Korean-English interpreter position at a 4-star headquarters, then went on to supervise 10 KATUSA soldiers, maintaining zero disciplinary incidents across his entire tenure. Accurate interpretation in a command-level military setting is a zero-fail task, and across 18 months he delivered more than 50 high-stakes briefings with no errors and no escalations.
5. SGT Lee is one of the most dedicated and capable individuals I have had the pleasure of leading. He acts with judgment, performs without fault under pressure, and never waits to be directed. The same discipline and initiative he demonstrated in this command will follow him into every team he joins. I cannot recommend a more capable and trustworthy candidate.
6. The point of contact for this memorandum is the undersigned at andrew.k.douglass.mil@army.mil or (254) 247-5689.

ANDREW K. DOUGLASS
COL, USA
Provost Marshal