



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KENTUCKY 40122

AHRC-OPA-_____

31 May 2014

MEMORANDUM FOR RECORD

SUBJECT: XXXXX Branch Approval/Letter of Release

1. General: XXXXX HRC Branch certifies that the below officer is authorized to participate in the XXXXX program. Furthermore, XXXXX Branch certifies that this officer is not at risk for promotion, is not currently flagged, and attendance in this venue will not negatively impact the officer's career progression.
2. Applicant: RANK/LAST/FIRST/LAST 4 SSN
3. Point of contact for this memorandum is the undersigned; Rank, Full Name at (502) 613-xxxx or xxxx.xxxx.mil@mail.mil .

JOHN DOE
MAJ, XX
HRC Branch Assignment Officer