



**DEPARTMENT OF THE ARMY**

YOUR UNIT'S ADDRESS

YOUR UNIT'S OFFICE SYMBOL

TODAY'S DATE

MEMORANDUM FOR Commander, U.S Army Human Resources Command, ATTN: AHRC-PDV-PE, 1600 Spearhead Division Avenue, Fort Knox, Kentucky, 40122

SUBJECT: Authorization for Utilization of the Automated Promotion Point Worksheet (PPW)

1. Request access to the promotion point worksheet for (YOUR NAME). Individual is assigned as the (YOUR POSITION) in (ORGANIZATION'S NAME), Promotions Section. Access is required for all Soldiers assigned to (YOUR UNIT'S PSB CODE). Information provided as requested:

- a. NAME:
- b. RANK:
- c. SSN:
- d. COMM PHONE NUMBER:
- e. DSN PHONE NUMBER:
- f. EMAIL ADDRESS:
- g. AKO ID:
- h. PSB CODE:
- i. UIC:
- j. MPD or S1: \_\_\_\_\_
- k. Security Manager Verification:
  - Clearance Level: \_\_\_\_\_
  - Security Manager Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Signature and Date: \_\_\_\_\_

2. Point of contact for this memorandum is XXXXX, COMM, DSN Phone number, and email at XXXXXX.XXXXX@us.army.mil.

YOUR BN CDR'S NAME  
BRANCH, RANK  
Commanding