



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 472
FORT KNOX, KY 40122-5100

Your Command.

YOUR OFFICE SYMBOL

DATE

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

SUBJECT: Authorization to Access "Close Hold" Officer Selection Lists

1. The following individuals are authorized to download "Close Hold" Officer Selection Lists and Promotion Orders for my command:

Primary User:

Name:
Rank:
DSN Telephone:
Work Email (AKO):
PSB Code:

Ensure personnel has obtained access to eTOPMIS.

Alternate User:

Name:
Rank:
DSN Telephone:
Work Email (AKO):
PSB Code:

2. The following individuals are no longer authorized to download "Close Hold" Officer Selection Lists and Promotion Orders for my command:

Remove:

Name:
Rank:
DSN Telephone:
Work Email (AKO):
PSB Code:

All MACOMs are authorized 2 personnel.

3. The Point of contact for this memorandum is (NAME) at (TELEPHONE #).

Flag Officer/SES Signature Block