**REPLY TO ATTENTION OF**

**DEPARTMENT OF THE ARMY**

U.S. ARMY HUMAN RESOURCES COMMAND

1600 SPEARHEAD DIVISION AVENUE FORT KNOX, KENTUCKY 40122

AHRC-\_\_\_ -

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 AY ‘XX XXXXX program. Furthermore, XXXXX Branch certifies that this 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