



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" Promotion Selection Lists

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

Primary User:

Name:  
Rank:  
DSN Telephone:  
AKO email address ONLY:  
PSB Code:

Ensure personnel has obtained access to eTOPMIS.

Alternate User:

Name:  
Rank:  
DSN Telephone:  
AKO email address ONLY:  
PSB Code:

2. The following individuals are no longer authorized to download "Close Hold" Promotion 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