



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY HUMAN RESOURCES COMMAND  
2461 EISENHOWER AVENUE  
ALEXANDRIA, VA 22331-040

Office Symbol

25 November 2009

MEMORANDUM FOR Commander, Human Resources Command, ATTN: Military Schools Branch, 2461 Eisenhower Ave., Alexandria, VA 22331

SUBJECT: Request for Advance Leaders Course Common Core (ALC-CC) for SSG Rambo, John D., 123-45-6789

1. This memorandum serves as authorization to enroll SSG Rambo into Advance Leaders Course Common Core.
2. SSG Rambo is an outstanding NCO who has demonstrated outstanding leadership skills. The command supports the Soldier in furthering his military education.
3. POC for this action is SFC John Doe, DSN 221-0226 or email john.doe@us.army.mil.

FOR THE COMMANDER:

First O5 in Chain of Command  
LTC, (Branch)  
Commanding



**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) COMMANDER, HRC ATTN: NCOES 2461 Eisenhower Ave. Alexandria, VA 22331	3. FROM (Include ZIP Code) COMMANDER UNIT NAME UNIT ADDRESS
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**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC SSG / E6 / 42A	6. SOCIAL SECURITY NUMBER
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**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) ALC-CC enrollment
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

- Request ALC-CC enrollment for SSG John Doe
- Date of Rank: 20090201
- I respectfully recommend enrollment in ALC-CC
- For additional information please contact SGT Big Al at 123-4179

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

 HAS BEEN VERIFIED   
 RECOMMEND APPROVAL   
 RECOMMEND DISAPPROVAL   
 IS APPROVED   
 IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

JOHN C RAMBO, CPT, FA, Commanding