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Office Symbol Date

MEMORANDUM FOR Comptroller Functional Community Manager (CHRA-ACC/Ms.

Annette Washington)

SUBJECT: Course Nomination

1. (Name) is approved to attend the (class name), date.

1. Work Mailing Address:
2. Work Telephone Number: (xxx) xxx-xxxx
3. Email Address: (name).civ@army.mil
4. Name serves as a GS-series-grade Army professional supporting …
5. (name’s) resume is attached and registered in the ArmyIgnitED system.

Encl Endorsement