



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

Date

MEMORANDUM THRU

Commander, 11th Example Brigade (OFFICE SYMBOL), 303 Example Street, Example, EX 92648-8888

Commander 10th Mountain Division (Light Infantry) and Fort Drum (OFFICE SYMBOL), 10000 10th Mountain Division Drive, Fort Drum, New York 13602-5000
Commander United States Army Forces Command (OFFICE SYMBOL), 4700 Knox Street, Fort Bragg, NC 28310-5000

FOR Commander, United States Army Human Resources Command (AHRC-ORD), 1600 Spearhead Division Avenue, Department 290, Fort Knox, KY40122-5209

SUBJECT: Request to Add (critical position title) with justification to the Critical Position List (CPL)

1. Request approval to add (position title) to the Critical Position List.
2. Designation as a CPL – Command will ensure (provide reason for request). (Select positions that require a specific skill or skills essential for unit readiness and/or mission effectiveness. Units select positions that are routinely hard-to-fill that require volunteers. Units select positions at least-preferred locations within your command.)
 - a. Unit Designation and Station (DML, DMSL & LOCATION):
 - b. UIC, with Para/Lin # and Position # (found in IPPS-A):
 - c. Copy of TOE/TDA, Number and E-Date:
 - d. Authorized Grade and Position Title:
 - 1) Branch Code and/or Area of Concentration.
 - 2) Functional Area and/or Area of Concentration.
 - e. Justification of the position as critical:
 - 1) Duty Description.

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SUBJECT: Request to Add (critical position title) with justification to the Critical Position List (CPL)

- 2) Required Additional Skill Identifier (ASI).
- 3) Required Knowledge, Skills, and Behaviors (KSBs).
- 4) Detail Justification

3. The point of contact for this action is (RANK, FIRST NAME, MI, LAST NAME), with current email, DSN and Commercial telephone number.

Enclosure
XXXXXX, XX XXXXXXXXXXXXXXXX

SIGNATURE BLOCK