OFFICE SYMBOL *DD Month* 2021

MEMORANDUM THRU

Commander (*or appropriate leader title*), (*First GO or SES in Chain of Command Address*)

Commander, United States Army Human Resources Command (ATTN: Acquisition Management Branch-) 1600 Spearhead Division Avenue, Department 290, Fort Knox, KY 40122-5209

FOR Principal Military Deputy, Assistant Secretary of the Army for Acquisition, Logistics & Technology (ASA(ALT)) (SAAL-ZB) Pentagon, Washington, DC 20310

SUBJECT: Request Deferment from Competing in Acquisition Leader Assessment Program for Fiscal Year 2023 (ALAP 23)

1. I respectfully submit my request for a deferment from competing in ALAP 23.

2. State reasons such as: maternity convalescent leave; pregnant and not medically cleared to participate; hospitalization; officers on emergency leave, and other extenuating circumstances.

3. I understand if this request is not approved and I do not compete in ALAP 23, I will be removed from FY23 CSL consideration with the ability to compete in subsequent years, if I meet eligibility requirements.

4. The point of contact for this memorandum is (*DSN xxx-xxxx or commercial (xxx) xxx-xxxx and email*).

FIRST MI LAST

RANK, BR

Title