



YOUR LETTER HEAD

2 May 2007

MEMORANDUM FOR 75 MSS/DPMD

FROM:

SUBJECT: Request Authorization for Access to Military Personnel Data System (MILPDS)

1. The following individual(s) currently has(have) access to MILPDS.

<u>GRADE/NAME</u>	<u>SSAN</u>	<u>DTY TITLE</u>	<u>OFF SYM</u>	<u>DTY PH</u>
-------------------	-------------	------------------	----------------	---------------

2. Request the following individuals be granted access to MILPDS in performance of their official duties:

<u>GRADE/NAME</u>	<u>SSAN</u>	<u>DTY TITLE</u>	<u>OFF SYM</u>	<u>DTY PH</u>
-------------------	-------------	------------------	----------------	---------------

3. Please delete the following individual(s) from our MILPDS access listing.

<u>GRADE/NAME</u>	<u>SSAN</u>	<u>DTY TITLE</u>	<u>OFF SYM</u>	<u>DTY PH</u>
-------------------	-------------	------------------	----------------	---------------

4. This letter supersedes all previous letters same subject.

5. If you have any questions contact _____ at _____. Thank you.

Commander Signature Block