DISCLAIMER:

THIS PDF IS NOT ALL ENCOMPASSING AND IT IS UP TO THE INDIVIDUAL SOLDIER TO SEE THEIR CAREER COUNSELOR TO REFERENCE ANY UPDATES!

COMPILED BY: SFC SADLER, ANDREW FOR

ARMYREENLISTMENT.COM

CAREER COUNSELOR PACKET





US ARMY RECRUITING AND RETENTION COLLEGE 1929 OLD IRONSIDES AVENUE, BUILDING 2389 FORT KNOX, KENTUCKY 40121

RCRS-RT DATE WROTE

MEMORANDUM FOR Commander, 10th Mountain Division, ATTN: Command Career Counselor, Fort Drum, New York 00001

SUBJECT: Exception to Policy (ETP) pertaining to SGT Quick, Matthew, XXX-XX-6789

1. References:

- a. DA Pam 601-280, Army Retention Program Procedure 16 Of 19
- b. DA Pam 611-21, Military Occupational Classification and Structure, 6 Dec 19
- c. AR 614-200, Enlisted Assignments an Utilization Management, 26 Feb 09
- 2. SGT Quick's request for a Department of the Almy Retention Training (DART) ETP to attend course 501-79S3O, Career Counselor, in the purpose of PMOS reclassification to 79S is **approved**.
- 3. This memorandum serves as a tification that based on this approval, SGT Quick meets the prerequisites for reclassification 5.105 79S. He will provide a copy of this memorandum to her servicing Career Counselor without delay to initiate reclassification/reenlistment action. If approved by the Army Human Resources Command (AHRC), he will be scheduled action the Career Counselor Course (79S) and issued assignment instructions by AHRC. SGT Quick is given a COVID-19 ETP for the DART requirement or course at endance, however, it is strongly recommended that he attends DART rior to the Career Counselor Course date if the opportunity presents.
- 4. The 36-month service remaining requirement (SRR) is calculated from the date of graduation. Soldiers who do not have sufficient time to meet the SRR must reenlist or extend prior to attending the Career Counselor Course. Failure to comply may result in removal from the course.
- 5. Point of contact for this action is MSG Waterbury at (867) 530-9999 (DSN 555) or samantha.t.waterbury.aol@hotmail.aol.

Timtim Donahue TIMTIM DONAHUE SGM, USA

Director, Retention Department

Digitally signed by DONAHUE.TIMTIM.000 8675309

Date: 2021.14.88 10:61:59 -09'00

	For use o	of this t		NNEL ACTION 00-8; the proponent age	ency is DCS,	, G-1.			
		DAT	A REQUIRED B	Y THE PRIVACY ACT	OF 1974				
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended									
	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.								
ROUTINE USES:		systems of records may							
DISCLOSURE:	apply to this system. Voluntary; however fa	or in processing the							
	request for personnel								
1. THRU (Include ZIP C	Code)) (Include ZIP C	*	lude ZIP Code)				
1-1 Human Resources Battalion Fort Drum, NY 00001		ATTN 1929		: enue BLDG 2389	2-218	Commander 2-218 Hup in Resources Company Fort Drug, NY 00001			
Fort Knox, KY 40121-5123									
		;		RSONAL IDENTIFICATI	ION				
4. NAME (Last, First, M. Quick, Matthew J.	<i>I)</i>			OR RANK/PMOS/AOC			SOCIAL SECURITY NUMBER		
Quick, Matthew J.		SECTI	SGT/42A2O On II - DUTY ST		8-6)		123-45-6789		
	•	SECTI	UN 11 - DU 1 Y 51/	ATUS CHANGE	3-0)				
7. The above Soldier's du	uty status is changed fr	om _					to		
			. #	the same					
			effec		hours, _				
I request the following				FOR PERSONNE AC	NO.				
Service School (Enl or	·	·	Special Forces Tra	ining/x ignm		Identifica	ation Card		
ROTC or Reserve Com	• ,	++		g (Enl on)		Identification Tags			
Volunteering For Overs	· · · · · · · · · · · · · · · · · · ·	++	Retesting in A ny F			Separate Rations			
Ranger Training	Sea Sei vice	++	Reastignment ar				Excess/Advance/Outside CONUS		
	- Family Problems		J	Army Couples					
Reassignment Extreme		X		haal		Other (S	of Name/SSN/DOB		
Exchange Reassignme Airborne Training	ent (Eni only)		Sarialado	hool Exceptional Family Member	ers	Other (3	респу)		
9. SIGNATURE OF SOLI	DIED (Mhen regard)			Digitally signed by	10		YYYMMDD)		
9. SIGNATURE OF SOLI		ST	CK.MATHEW.J IN 123456789	Digitally signed by QUICK.MATTHEW.JUSTIN.12345678 9 Date: 2020.10.01 15:88:68 -08'00			20200932		
	SECTION IV -		1 11	ections II, III, and V) (Co	ontinue on s	eparate :	sheet)		
Soldier requests volu Upon completion of to	raining, Soldier reques	ts MO		ed as his PMOS.					
 Soldier understands t Soldier verifies that h 							•		
5. Soldier requests TDY							1)		
6. Soldier is not enrolled	· ·		,	5) (1					
7. Soldier is not enrolled	in the Married Army (Couple	s Program (MAC	P) (or is enrolled)					
A									
Attachments 1. ERB									
2. DA Form 705									
3. Verification of Securit	y Clearance								
4. BN Commanders End									
 Command Career Co Other Letters of Reco 		lation							
7. Last NCOER	mineridation								
	SE	CTIO	N V - CERTIFICA	TION/APPROVAL/DIS	APPROVAL	L			
11. I certify that the duty							ned herein -		
HAS BEEN VERIFI				RECOMMEND DISAPP		_	PROVED IS DISAPPROVED		
12. COMMANDER/AUTH					. TO VAL		14. DATE (YYYYMMDD)		
SMART, IMMA R. CPT, AG, Commanding SMART.IMMA.RELLY.1 Digitally signed by SMART.IMMA.RELLY.123456789 Date: 2020.10.01 15.88.68-08700 20201001									

15. NAME OF INDIVIDU	JAL	16. SSN							
	Quick, Matthew J.		123-45-6789						
		TIONS FOR APP	NS FOR APPROVAL/DISAPPROVAL						
AUTHORITY	a. TO Commander 1-1 Human Resources Battalion Fort Drum, NY 00001		b. FROM Commander 2-218 Human Resources Company Fort Drum, NY 00001						
c. ACTION: X APF	PROVED DISAPPROVED R	RECOMMEND:	APPROVAL D	DISAPPROVAL					
d. NAME (Last, First, Mi	ddle)	e. RANK		f. DATE (YYYYMMDD)					
MATTERS, WININ	G.		LTC 20201005						
g. TITLE/POSITION			h. SIGNATURE						
BATTALION COMM i. COMMENTS		Winin G	Winin G. Matters						
1. COMMENTO	Climb to Glory!								
AUTHORITY	a. TO RRC, Retention Department ATTN: 79S Proponent 1929 Old Ironsides Avenue BLDG 2389		b. FRON Commander 1-1 Human Recourses Battalion ort Drum, NY 00, J1						
c. ACTION: APP	PROVED DISAPPROVED R	RECOMP _ND:	DPT JVAL C	ISAPPROVAL					
d. NAME (Last, First, Mi	ddie)	RANK		f. DATE (YYYYMMDD)					
g. TITLE/POSITION		SIG	TURE	•					
i. COMMENTS									
AUTHORITY	a. TO		b. FROM						
c. ACTION: APP	PROVE DISAPIROVED R	RECOMMEND:	OMMEND: APPROVAL DISAPPROVAL						
d. NAME (Last, First, Mi	ddle)	e. RANK	e. RANK f. DATE (YYYYMM)						
g. TITLE/POSITION		h. SIGNA	h. SIGNATURE						
i. COMMENTS									
	a. TO		b. FROM						
AUTHORITY									
c. ACTION: APP	PROVED DISAPPROVED R	RECOMMEND:	APPROVAL D	DISAPPROVAL					
d. NAME (Last, First, Mi	ddle)	e. RANK	e. RANK f. DATE (YYYYMMDD)						
g. TITLE/POSITION		h. SIGNA	h. SIGNATURE						
i. COMMENTS									

DA FORM 4187, MAY 2014 Page 2 of 2 APD LC v1.03ES

For Official Use Only

ENLISTED RECORD BRIEF

		ANK-DOR								
BRIEF DATE NAME	PMOS SSN				COMPONENT					
XXXXXXXX QUICK, MATTHEW JUSTIN	se	XXX T	XXXXX	42A		XXX-XX-67	89	REGU	LAR	
SECTION I - Assignment Information	SECTION II - Security Data			SECTION III — Service Data				SECTION IV - Personal/Family Data		
OS/Deployment Combat Duty #S - 2	PSI Status Ts-sci Fld Det F	PS Stat NONE	BASD x	XXXXXX	PEBD XXX	XXXXX BES	D XXXXXXXX		Birthplace LA	
" 3		XXXXXXXX	ETS XXX				nl Elig/Prohib	Country of Citz us	Sex/Race	
Start-End Date CT MO 15 11 11 14 14	PSI Invest Compl	xxxxxxxx	# Days Lo	ost			M Elig Dt XXXXX	No of Dependent	XXXXXXX / XXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	SECTION V - Foreig		2,0 20	PVT	PV2	PFC	SPC - CPL	Adults/Children	Religion	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			DOR			XXXXXXX	XXXXXXX	0/7	BAPT CH OTHER	
XXXXXXXXXXXXXXXX UK 24 G L R n n	Language Read L	isten Speak	-	SGT	SSG	SFC	MSG - 1SG	Marital Status		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		- -	DOR	XXXXXXX				- Maritai Status - Married	Spouse Birthplace/Citz	
			DOR	SGM	- CSM		•	PULHES 111111	Height/Weight	
Dwell Time DEROS				SECTION	I VII – CIV	ILIAN Edi	ucation	MRC1	70/170	
Start xxxxxxxx DROS			Level Co	mpleted 2 YI	R COLL	Y	r 2019	EFMP Dt	#Cmd Sponsored o	
Month - Days 51 Mo 5 Days			DESG Institution		S OR MORE CO)L	2013	Physical Category	APFT Dt P/F Score	
Date Dependents Arrived OS	DLAB		Discipline	•				i ilysical Galegoly	201910/PASSED/300	
PMOS 42A SQI O	SECTION VI - Milita		Institution Discipline			Y	r	Last Physical Exam	MMRB Results/Dt	
SMOS PDSI/YRMO I	MEL/MES SSD/DLC 4/ENROL				Hours Comple	eted	78	XXXXXXXX		
Bonus MOS ASI F5	Course	ACH Year	Number			rtification.	10	Home of Record	<u> </u>	
Bonus Enlist Elig Dt	DIGITAL TRN MGMT SYS	xxxx	Course N		scriit di Cel	<u>_</u>		GRETNA, LA		
Promotion Points/YRMO	CONTRACTING OFF REP XXXX COMBATIVES LEVEL 1 XXXX COMBAT LIFE SAVERS CRS XXXX			lame		Се	rtified Dt Expires	Mailing Address 10327 NUNYA BZNESS,		
Prev Promotion Points/YRMO								10327 NUNYA BZNESS, FT DRUM, NY, 00001		
Prom Seq# Prom Select Dt	BASIC LEADER COURSE	XXXX	SEC	TIO. VIII	Awards	and Dec	orations	Mil Spouse SSN/MPC /	111, 00001	
Promotion MOS	MED MGMT CBRNE CAS POSTAL OPERATIONS	XXXX		TIO. VIII	Awarus	allu Dec	บาสแบบร	Svc Comp / DoD /		
ASVAB Test # / Dt ASVAB 10 / XXXXXXXX	I GUIAL OFERATIONS		JSCM ARCOM 4				Emergency Data Verified I	Date xxxxxxxx		
GT 125 ELEC 115 FOOD 112 TECH 111				3				SECTION Y	Romarks	
ADMIN 110 FA 116 COMMO 114		AAM JMUA AGCM DSM DSEEM				SECTION X - Remarks				
CMBT 119 MECH 118 MAINT 119						HIV YRMO 203010 Date Last Photo				
Delay Separation Reason AEA / Dt L /	- I I I			N PDR 2				Date Last FIIUIU	Date Last Filoto	
Flag Code Flag Start Dt Flag Expiration Dt			AS. OSR COA MQBM-R	1						
riag Start Dt riag Expiration Dt			COA	4				I		
	BMQ		MORM-K	1				ASCO C4 - ASSIGNMENT VOLUNTEER		
					D1 - DEPLOYMENT TO OCONUS C	ONTINGENCY OPERATIONS				
Detections IDet (1 1800	Correspondence CRS Tot		Hrs 471					K3 - INSTRUCTOR VOLUNTEER		
Date of Loss Date of Last PCS xxxxxxxx	SECTION IX - Assignm	ne t Informatio	on	Date o	f Last NCOER	XXXXXXXX		K4 - EQUAL OPPORTUNITY ADVISO	OR	
ASGT FROM MOUNITNO ORGANIZA			COMD	DU ⁻	TY TITLE		OS ASI LANG	5		
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx							xxxxxxxxxx	1		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	xxxxxxx	XXXXXXXX	XXXXXXXXXXX	xxxxxxxxx	XXXXXXXXXXX			
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxxxxxx	XXXXXXXX	XXXXXXXXXXX	xxxxxxxxxx	xxxxxxxxxxxx			
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXX	XXXXXXXXX	XXXXXXXXXXX	xxxxxxxxxx	xxxxxxxxxxx	1		
l										
l										
I										
I										
	ľ									
		1								
		I						•		

Click to view Tables

Army Physical Fitness Test Scorecard For use of this form, see FM 7-22; the proponent agency is TRADOC.

NAME (Last, First, MI)	
Quick, Matthew J.	
GENDER	
Male	
UNIT	

					HSC						
TEST ONE		TEST TWO				EST THREE	15 115 11	TEST FOUR			
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	ASE	DATE	GRADE	AGE
20191004	E-5	28							h I		8
HEIGHT (IN	BODY COM		HEIGHT (IN	BODY COM	POSITION	HEIGHT (IN		PO (ION	HEIGHT (IN	BODY COM	POSITION
INCHES)	WEIGHT:	BODY FAT:	INCHES)	WEIGHT:	BODY FAT:	INCHES)	WEIGHT:	SODY F .:	INCHES)	WEIGHT:	BODY FAT:
70	170 lbs. GO / NO-GO	GO / NO-GO		lbs.	% GO / NO-GO		lbs.	%/NO-GO		lbs.	% GO / NO-GO
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SU RE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
80	TMT	100									
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	TURAW COL	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
80	IMT	100								15	
2MR RAW SCOR	RE INITIALS	POINTS	2MR RAW SCOR	E INITIALS	POL TS	MR RAW SCOR	RE INITIALS	POINTS	2MR RAW SCOR	E INITIALS	POINTS
12:32	TMT	100			Y						
ALTERNATE AEROBIC EVENT TOTAL		ALTERNATE AEROBIC EVE			ALTERNATE AEROBIC EVENT TOTAL			ALTERNATE AEF	ROBIC EVENT	TOTAL	
EVENT POINTS		EVENT			EVENTPOINTS			EVENT		POINTS	
TIME		TIME			TIME			TIME			
GO NO-GO 300		GO GO			GO NO-GO			GO NO-GO			
NOOIC/OIC SIGNATURE		NCOIC/OIC SIGNATUR			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			
Só med les		to V									
#OMMENTS			COMMENTS			COMMENTS			COMMENTS		
Record					21			*			
							(ā)				
											w
	RUCTION: USE IN										
	J - PUSH UPS J - SIT UPS	2MR - 2 MILE APFT - ARMY	RUN PHYSICAL FITNE	SS TEST							

DA FORM 705, MAY 2010



1-1 HUMAN RESOURCES BATTALION 16 DONT STEPON MYGRASS FORT DRUM, NY 00001

WER-DW-GO 14 January 2021

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification

1. The following individual's security clearance was verified via the Joint Personal Adjudication System (JPAS) by the undersigned unit Security Lanager.

NAME: Quick, Matthew

SSN: XXX-XX-6789

DATE / PLACE OF BIRTH XXXX XX // Lousiana

INVESTIGATION TYPE: XX

INVEST CLOSED: XXXXXX

DATE OF ADJUDICATION XXXXXXXXXXXX

CLEARANCE ELIGIBILITY S-SCI

2. Point of contact for this and is undersigned at (867) 530-9999 (DSN 555) or andrew.sadler.aol/_notmail.aol.

Andrew Sadler

ANDREW SADLER SPC(P), USA

SECURITY MANAGER

Digitally signed by SADLER.ANDREW.000 8675309 Date: 2021.14.88 10:61:59 -09'00'



1-1 HUMAN RESOURCES BATTALION 16 DONT STEPON MYGRASS FORT DRUM, NY 00001

WER-DW-GO DATE WROTE

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Reclassification to 79S, Career Counselor

- 1. I strongly recommend Sergeant Matthew Quick for reclassification to PMOS 79S, Career Counselor. SGT Quick is an exceptional asset to the command SGT Quick constantly strives for excellence and has great ideas he then implement throughout the footprint.
- 2. SGT Quick is a true professional whose contributions ensured the exceeded all retention objectives. SGT Quick is a dedicated NCO who took time to work with the Career Counselor in the Battalion to ensure that Soldiers are provided accurate information. As well as ensuring the retention board was always updated to sandard.
- 3. I give my highest recommendation for he coce tance into this career field. SGT Quick's ability to ensure Soldiers best interest when help ag them choose a career makes him an ideal candidate as an Army Career Councilor.
- 4. The point of contact for this recognition is LTC Winin G. Matters, at 555-123-6868 or winin.g.matters.aol@hotmail.aol.

Winin g Matters
WININ G. MATTERS
LTC, AG
Commanding



1-1 HUMAN RESOURCES BATTALION 16 DONT STEPON MYGRASS FORT DRUM, NY 00001

WER-DW-GO DATE WROTE

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Reclassification to 79S, Career Counselor

- 1. I strongly recommend Sergeant Matthew Quick for reclassification to PMOS 79S, Career Counselor. SGT Quick is an exceptional asset to the command SGT Quick constantly strives for excellence and has great ideas he then implement throughout the footprint.
- 2. SGT Quick is a true professional whose contributions ensured the exceeded all retention objectives. SGT Quick is a dedicated NCO who took time to work with the Career Counselor in the Battalion to ensure that Soldiers are provided accurate information. As well as ensuring the retention board was always updated to sandard.
- 3. I give my highest recommendation for he coce, fance into this career field. SGT Quick's ability to ensure Soldiers best interest when helping them choose a career makes him an ideal candidate as an Army Career Councilor.
- 4. The point of contact for this progrand m is CSM Ateam, Parto F., at 555-123-6868 or parto.f.ateam.aol@hotmail.aol.

Parto F, Ateam
PARTO F. ATEAM
CSM, USA
Command Sergeant Major



1-1 HUMAN RESOURCES BATTALION 16 DONT STEPON MYGRASS FORT DRUM, NY 00001

WER-DW-GO DATE WROTE

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Reclassification to 79S, Career Counselor

- 1. I strongly recommend Sergeant Matthew Quick for reclassification to PMOS 79S, Career Counselor. SGT Quick is an exceptional asset to the command SGT Quick constantly strives for excellence and has great ideas he then implement throughout the footprint.
- 2. SGT Quick is a true professional whose contributions ensured that exceeded all retention objectives. SGT Quick is a dedicated NCO who took time to work with the Career Counselor in the Battalion to ensure that Soldiers are provided accurate information. As well as ensuring the retention board was always updated to sandard.
- 3. I give my highest recommendation for he coce, tance into this career field. SGT Quick's ability to ensure Soldiers best interest when helping them choose a career makes him an ideal candidate as an Army Career Cocce, alor.
- 4. While SGT Quick was my recation NO the came up with the idea of a website where Soldiers could go to find the most upon a Linformation in regards to retention. Soldiers from all units now utilize this tool to ensure they make the best decisions on their career goals.
- 5. The point of contact for the point of conta

Samantha Block
SAMANTHA BLOCK
SFC, USA
SENIOR CAREER COUNSELOR



HEADQUARTERS AND HEADQUARTERS COMPANY 2185 THISIS THEW AY ST FORT DRUM, NY 00001

WER-DW-GO DATE WROTE

MEMORANDUM FOR RRC, Retention Department, ATTN: 79S Proponent, 1929 Old Ironsides Avenue BLDG 2389, Fort Knox, KY 40121-5123

SUBJECT: Recommendation for SGT Quick, Matthew J., XXX-XX-6789, to attend the

- 1. I recommend approval of SGT Quick's request to attend the Career Counselor Course and be awarded 79S as his PMOS.
- 2. SGT Quick has proven himself as a Company reenlistment NCC. He is unquestionably ready to take the next step in pursuit of a career servicing our Soldiers and their families while meeting the Army's need for trained, motivated, and experienced leaders. His track record of excellence as an all-around leader and a reenlistment NCO whereave her a valued asset to the Career Counselor field. SGT Quick exhibits the leadership and role model persona that is needed to be a successful Career Counselor four training today.
- 3. SGT Quick should be enrolled in the earliest available course so that the Career Counselor field can take advantage of her expertise
- 4. Point of contact is the undersigned DSN 555-1556.

Jerome l. Pionk

JEROME L. PIONK

SGM, USA

Command Career Counselor

NCOERs

CERTIFICATE

This is to certify that

Matthew Quick

has completed the course

Microsoft Excel 2016 Essentials: Formatting Data

mo heel_a 2 t enus

on

XXX XX, 2021

skillsoft

NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Bequirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion-certificate for completion of a learning program which consists of multiple courses.

CERTIFICATE

This is to certify that

Matthew Quick

has completed the course

Creating and Formating Tables in Word 2016,

mo_b_wo_a04_dt_enus

on

XXX XX, 2021

skillsoft*

NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.

Print

CERTIFICATE

This is to certify that

Matthew Quick

has completed the June

Using the Navigation Pandan Creating Lists in Word

mo_bevia_au_dt_enus

on

XXX XX, 2021

skillsoft*

NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.

CERTIFICATE

This is to certify that

Matthew Qui

has completed the course

Introduction to the PowerPoint 2016 Interface and Basic

Taks

mo by au di di enus

n

XXX XX, 2021



NOTE: This is your Skillsoft course completion certificate. Your Army certificate will be sent from Army Training Requirements and Resource System (ATRRS) to your e-mail within 48-72 hours. ATRRS certificates of completion are provided for individual course only. You will not receive an ATRRS completion certificate for completion of a learning program which consists of multiple courses.