

DEPARTMENT OF THE ARMY
MILITARY ADDRESS
UNIT
APO AE

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief Housing Division, USAG Bavaria, Unit 28130, APO AE 09114

SUBJECT: Exception to Housing Policy

1. WHO (NAME, GRADE, AND SSN)
2. WHAT (PURPOSE OF REQUEST)
3. WHY (REASON AND STRONG JUSTIFICATION WITH SUPPORTING DOCUMENTATION, I.E. MEDICAL, FINANCIAL). FUTURE IMPACT IF EXCEPTION TO POLICY GETS DENIED WITH SUPPORTING DOCUMENTATION.
4. POINT OF CONTACT FOR THIS MEMORANDUM WITH TELEPHONE NUMBER.
5. COMPANY COMMANDER'S AND SQUADRON/BATTALION COMMANDER'S **ENDORSEMENT** RECOMMENDING APPROVAL OR DISAPPROVAL. IF AN ACTING COMMANDER WILL BE SIGNING THIS MEMORANDUM, ASSUMPTION OF COMMAND ORDERS MUST BE ATTACHED.

Encls

SERVICE MEMBER'S SIGNATURE

RECOMMEND
APPROVE/DISAPPROVE

COMPANY COMMANDER'S SIGNATURE

RECOMMEND
APPROVE/DISAPPROVE

BATTALION/SQUADRON
COMMANDER'S SIGNATURE