DEPARTMENT OF THE ARMY
FULL UNIT NAME SPELLED OUT
FULL UNIT ADDRESS
CITY, STATE, ZIP CODE

Gaining Commands address

GAINING UNIT OFFICE SYMBOL   DD MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy for Individual Dual Weapon's Draw

1. Request an exception to policy that allows the Soldier(s) listed below to draw a weapon nomenclature in addition to his/her weapon nomenclature while processing at the CONUS Replacement Center (CRC).

Rank/Name	Last 4 SSN	Estimated CRC Start Date
SPC JOE SNUFFY	0000	20201123

2. Justification: The reason/justification as to why the soldier(s) is drawing a second weapon.

3. The point of contact is RANK, LAST, FIRST at (000) 000-0000 or name@army.mil

FIRST M. LAST
RANK, BR
Commanding

**Digital Signature w/signature block
O6 or Higher
GS 15 or higher**

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DD MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy for Weapon(s), Pro-Mask, and JSLIST Issue

1. Request an exception to policy that allows the Soldier(s) listed below to decline Weapon(s), Pro-Mask, and JSLIST issue while processing at the CONUS Replacement Center (CRC).

Rank/Name	Last 4 SSN	Estimated CRC Start Date
SPC JOE SNUFFY	0000	20201123

2. Justification: The reason/justification as to why the soldier(s) will not be drawing weapon(s), pro-mask, and JSLIST.

3. The point of contact is RANK, LAST, FIRST at (000) 000-0000 or name@army.mil

FIRST M. LAST
RANK, BR
Commanding

Digital Signature w/signature block
O6 or Higher
GS 15 or higher

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GAINING UNIT OFFICE SYMBOL   DD MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy for Individual Pro Mask and JSLIST Draw

1. Request an exception to policy that allows the Soldier(s) listed below to decline a Pro-Mask and JSLIST while processing at the CONUS Replacement Center (CRC).

Rank/Name	Last 4 SSN	Estimated CRC Start Date
SPC JOE SNUFFY	0000	20201123

2. Justification: The reason/justification as to why the soldier(s) will/will not be drawing.

3. The point of contact is RANK, LAST, FIRST at (000) 000-0000 or name@army.mil

FIRST M. LAST
RANK, BR
Commanding

Digital Signature w/signature block
O6 or Higher / GS 15 or higher

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FULL UNIT NAME SPELLED OUT
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CITY, STATE, ZIP CODE

GAINING UNIT OFFICE SYMBOL   **DD MONTH YEAR**

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy for Individual Weapon's Draw

1. Request an exception to policy that allows the Soldier(s) listed below to decline a weapon while processing at the CONUS Replacement Center (CRC).

Rank/Name	Last 4 SSN	Estimated CRC Start Date
SPC JOE SNUFFY	0000	20201123

2. Justification: The reason/justification as to why the soldier(s) will not be drawing.

3. The point of contact is RANK, LAST, FIRST at (000) 000-0000 or name@army.mil

FIRST M. LAST
RANK, BR
Commanding

Digital Signature w/signature block
O6 or Higher
GS 15 or higher