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Attention Of:

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MEMORANDUM THRU

Director, Quality Assurance Office (QAO), United States Army Sergeants Major Academy, Fort Bliss, Texas 79918-8002

FOR Commandant, United States Army Sergeants Major Academy, Ft. Bliss, TX 79918-8002

SUBJECT: Exception to Policy for personnel to attend the Battle Staff Noncommissioned Course.

1. The (Installation/Unit involved) requests an exception to policy to have «Rank» «Last_Name», «First_Name» «MI» SSN: 000-00-0000, currently assigned to «Parent_Unit», «Unit_Address» to attend the Battle Staff Noncommissioned Officer Course (Class #).
2. JUSTIFICATION: **What is the reason the Soldier is required to attend and what benefit to the unit will it support if granted.**

EXAMPLE: The listed Soldier is not in a coded 2S position, however performs regular duties associated with staff operations:

OR

He / She is NOT currently in a 2S position or projected to fill one, however, unfilled ATRRS slots are available within BSC Class XX-XX.

3. Point of contact for this memorandum is the undersigned at (123) 456-7890.

First Name, MI, Last Name
Rank, USA
Commanding

* Memorandum must be signed by O-5 or above. CSM assigned as Commandant of NCOES academies or any officer as acting commander must have assumption of command orders for O-5 position, or civilian (GS-9 or above). No exemptions.