



DEPARTMENT OF THE ARMY

YOUR UNIT,

YOUR UNIT ADDRESS

YOUR INSTALLATION, YOUR STATE POSTAL CODE

Reply to
Attention Of:

YOUR OFFICE SYMBOL

«Date_ Initiated»

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 SGT (E-5) to attend the Battle Staff Noncommissioned Course.

1. 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.**