

TIME ON STATION WAIVER EXAMPLE

UNIT LETTER HEAD

Office Symbol

Date

MEMORANDUM FOR Commander, U. S. Army Human Resources Command, (AHRC-EPF-M), 1600 Spearhead Division Road, Fort Knox, KY 40122

SUBJECT: Request Waiver of Time on Station for Voluntary Retirement for Rank
Name

1. Under the provisions of AR 635-200, Chapter 12-11, I request a #-month waiver of my time on station on current tour for the purpose of retirement.
2. My current DEROS is DD MMM YYYY and my requested effective date of retirement is DD MMM YYYY.
3. State your reason for the waiver.
4. The point of contact for this memorandum is the undersigned at COMM 000-000-0000; DSN 000-000-0000 or email _____@mail.mil

Soldier's Signature Block