

WAIVER REQUEST EXAMPLE

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request for (type of waiver) for (name/rank/branch/last 4)

1. Under the provisions of AR 600-8-24, I request (type of waiver) (i.e. time on station, time in grade, Tuition Assistance, Fully Funded Advance Civilian Education, etc.) for the purpose of retirement.

(Add this statement if requesting a time on station waiver):

My current DEROS is _____ and my requested date of retirement is _____.
Please refer to AR 350-100, Officer Active Duty Service Obligations.

2. Justification for requesting this waiver:

3. I am willing to repay any recoupment amount incurred as a result of this ADSO.

4. The point of contact for this memorandum is the undersigned at (000) 000-0000.

Soldier's Signature Block