DEPARTMENT OF THE ARMY
UNIT NAME
UNIT ADDRESS

Office Symbol DATE

MEMORANDUM THRU

CHAIN OF COMMAND

STATE

Chief, National Guard Bureau, ATTN: ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204-1382

FOR United States Army Military Police School, ATTN: Proponency, Initiatives, and Integration (ATSJ-P), 14030 MSCoE Loop, Suite 1061, Fort Leonard Wood, MO 65473

SUBJECT: Request Grade Waiver Exception to Policy to 31A Branch Transfer Policy Letter for MAJ (P) Doe, John, DOD ID.

1. Request Grade Waiver Exception to 31A based on the Branch Transfer Policy Memo dtd DD MMM YYYY be granted to MAJ (P) Doe, John, DOD ID. Add Justification for Request.

2. Officer is assigned to a valid para/posn/lin reflective of grade and not double slotted or Soldier is in a valid Military Police position, and double slotted until Branch qualified.

Rank/Name	Position Title	Para/Posn/Lin #
CPT Smith, John	Commander, 54th MP CO	

3. Officer narrative addressing qualifications and information provided as required in enclosures.

4. POC for this action is Rank/Name/Position, email, telephone number.

6 Encls:
1. Officer Waiver Request
2. Officer Record Brief
3. DA Form 1059
4. DA Form 705 w/ DA Form 5500/5501 (as applicable)
5. Individual Medical Readiness Report
6. Verification of valid Security Clearance

NAME
Rank, Branch
Position