



DEPARTMENT OF THE ARMY

Unit Name

Unit Address

City, State, ZIP Code

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D,
300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Request for Age/Active Federal Service Exception to Policy or
Prerequisite/ETS Waiver

1. Mitigating circumstance: provide detailed explanation why you feel this waiver and/or ETP should be approved. Please note that waiver(s)/ETP(s) are only approved in unusual circumstances. ETPs and waivers are required for the following:

a. Enlisted 153A applicants exceeding 32 years of age at the time of the board or 8 years of active federal service upon DA61 date

b. Commissioned officer 153A applicants exceeding 32 years of age at the time of the board or 4 years of active federal commissioning service upon DA61 date

c. Technicians exceeding 46 years of age at the time of the board or 12 years of active federal service upon DA61 date

d. Applicants not meeting MOS specific prerequisites

e. Applicants having less than 12 months remaining on current enlistment contract

2. Point of contact for this action is the undersigned at (123) 456 – 0987 or email john.b.doe.mil@mail.mil

JOHN B. DOE
SSG, USA
Platoon Sergeant