



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: Tattoo Exception to Policy Request for SSG Doe, John B., XXX-XX-1234

1. In accordance with AR 670-1, para 3-3 e. (dated 25 May 2017), a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted on SSG Doe, John B. The listing below identifies those tattoos or brands identified.
 - a. Head (including on/inside the eyelids, mouth, ears, face): None.
 - b. Above the Army (short sleeve) PT sirt neck line: None.
 - c. Hands (allowed one ring tattoo per hand IAW AR 670-1, para 3-3 c.): None
 - d. Below the wrist bone: Right - 0.5" x 0.25", American flag.
2. SSG Doe is not in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, para 3-3.
3. SSG Doe has not conducted administrative separation proceedings IAW AR 670-1, para 3-3 f. (2)(c). and has been retained by the Commander.
4. SSG Doe has been counseled IAW AR 670-1, para 3-3 h. prohibiting obtaining new tattoos in violation of AR 670-1, para 3-3 c.
5. SSG Doe has been counseled if he obtains any new tattoos which are in violation for AR 670-1, para 3-3 b-c., he could be removed from consideration for Warrant Officer appointment.
6. Strongly recommend approval of SSG Doe's tattoo exception to policy (ETP) request.
7. Point of contact for this action is the undersigned at (123) 456-7890 or email joshua.a.cdr.mil@mail.mil.

SAMPLE Encl:
Separation Board Proceedings

JOSHUA A. CDR
LTC, IN
Commanding



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1. Request for an exception to policy on the tattoo to be approved in support of my Warrant Officer application.
2. I have a tattoo on my right wrist, 0.5" x .025", American flag, which is in violation of AR 670-1, para c. When I enlisted in the Army on 19 July 2016, I received an exception to policy approval by the Recruiting Battalion XO, MAJ Frank E. Smith, documented on DD Form 1966/4 on page #4 in the remarks section. OR I have a tattoo on my right wrist, 0.5" x .025", American flag, which is in violation of AR 670-1, para c. The tattoo was documented in official Army Human Resources Records on 15 April 2014.
3. For favorable consideration, I attached a copy of the tattoo removal plan as part of the exception to policy request.
4. Point of contact for this action is the undersigned at (123) 456 – 0987 or email john.b.doe.mil@mail.mil

SAMPLE Encls:
Color Photos, with ruler
Tattoo Removal Plan
Self-identification Memorandum
Command Validation Memorandum
DD Form 1966/4

JOHN B. DOE
SSG, USA
Platoon Sergeant