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. 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. and Army Directive 2022-09. 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 not documented in official Army Human Resources Records.

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: JOHN B. DOE

Color Photos, with ruler SSG, USA

Tattoo Removal Plan Platoon Sergeant

Self-identification Memorandum

Command Validation Memorandum

DD Form 1966/4