

Required for ALL interservice transfer applicants



INTERSERVICE APPLICANT MEMORANDUM LETTERHEAD

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 Validation and Exception to Policy Request for SSgt Doe, John B., XXX-XX-1234

1. A check for tattoos or brands on SSgt Doe's entire body was conducted. The below listing identifies brands that could be perceived as prejudicial to good order and discipline or considered extremist, indecent, sexist, and/or racist in accordance with guidance provided in Army Regulation 670-1, para 3-3b. (dated 25 May 2017).

a. Chest: Left – 4.0" x 3.0", image of hand gun and bullet; applicant states tattoo was obtained as a symbol of a previous combat tour.

2. In accordance with AR 670-1, para 3-3 e. (dated 25 May 2017), a check for tattoos and/or brands above the neckline, below the wrists, and on the hands was conducted on SSgt Doe. The below listing identifies tattoos or brands identified.

a. Head (including on/inside the eyelids, mouth, ears, face): None.

b. Above the Army (short sleeve) PT shirt 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.

3. SSgt Doe **is or is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, para 3-3.

4. SSgt Doe **does or does not** require a tattoo exception to policy for Warrant Officer appointment.

5. SSgt 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. Recommend **approval or disapproval** of SSgt Doe's tattoo exception to policy (ETP) request, if applicable.

7. Point of contact for this action is the undersigned at (123) 456-7890 or email joshua.a.cdr.mil@mail.mil.

SAMPLE Encl:
Color photos with ruler

JOSHUA A. CDR
LTC, IN
Commanding