



DEPARTMENT OF THE ARMY

**YOUR UNIT,
YOUR UNIT ADDRESS
YOUR INSTALLATION, YOUR STATE POSTAL CODE**



Reply to
Attention Of:

YOUR OFFICE SYMBOL

«Date_Initiated»

MEMORANDUM FOR

Director, Battle Staff NCO Course, United States Army Sergeants Major Academy, Ft. Bliss, TX 79918-8002.

SUBJECT: Exception to Policy for SGT (E-5) to attend the Battle Staff Noncommissioned Course.

1. The (Installation/Unit involved) requests an exception to policy to have «Rank» «Last_Name», «First_Name» «MI» SSN: 000-00-0000, currently assigned to «Parent_Unit», «Unit_Address» to attend the Battle Staff Noncommissioned Officer Course (Class #).

2. JUSTIFICATION: **What is the reason the Soldier is required to attend and what benefit to the unit will it support if granted.**

EXAMPLE: The listed Soldier is not in a coded 2S position, however performs regular duties associated with staff operations:

OR

He / She is NOT currently in a 2S position, however, unfilled ATRRS slots are available within BSC Class XX-XX.

OR

He / She is projected to fill a 2S position.

3. Point of contact for this memorandum is the undersigned at (123) 456-7890.

*** Memorandum must be signed by O-5 or above. CSM assigned as Commandant of NCOES academies or any officer as acting commander must have assumption of command orders for O-5 position, or civilian (GS-9 or above). No exemptions.**

First Name, MI, Last Name
Rank, USA
Commanding