

SAMPLE REQUEST FOR WAIVER
(Completed by applicant, if applicable, on letterhead)

(Office Symbol of Preparer)

(Date)

MEMORANDUM FOR United States Army Human Resources Command (AHRC-OPD-A)
1600 Spearhead Division Avenue, Department 361, Fort Knox, KY 40122-5306

SUBJECT: Request for Waiver, Rank Last Name, First, MI., XXX-XX-Last four SSN

1. Request the following qualification be waived for entry into the Active Guard Reserve Program, per Table 2-2, AR 135-18:

(List the waivable disqualification(s) here.)

(List the justification for waiver(s) here.)

2. I understand I will not be assessed into the Active Guard Reserve Program unless I am selected for entrance and this request for waiver is approved.

(Your Signature)

(Signature block, if applicable)

NOTE: Office symbol on MEMORANDUM FOR line will be AHRC-OPD-A for officer or AHRC-EPF-A for enlisted.