

SAMPLE FORMAT OF A WAIVER REQUEST

LETTERHEAD

Office Symbol

Date

MEMORANDUM THRU

Commander (***Company Level, Battalion Level, Brigade Level***)

Garrison Director of Human Resources, United States Army Garrison-Hawaii, (IMHW-HRM),
Schofield Barracks, HI 96857-5000

FOR Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 1600
Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Request for (**type of waiver**) for (**name/rank/branch/last 4**)

1. Under the provisions of AR 600-8-24, I request (**type of waiver**) (***time on station, time in grade, Tuition Assistance, Fully Funded Advance Civilian Education, FSTE, IPCOT, etc.***) for the purpose of retirement.

(Add this statement If requesting a time on station waiver):

My current DEROS is _____ and my requested date of retirement is _____.

Please refer to AR 350-100, Officer Active Duty Service Obligations.

2. **Justification for requesting this waiver:**

3. I am willing to repay any recoupment amount incurred as a result of this ADSO.

4. POC for this action is the undersigned at **(000) 000-0000**.

First Name, MI, Last Name

Rank

SSN