

DEPARTMENT OF THE ARMY
STATE LETTERHEAD

Office Symbol

Day Month Year

MEMORANDUM THRU

Aviation and Safety Division Chief, ARNG-NG, 111 South George Mason Drive,
Arlington, VA 22204-1382
Commander, US Army Aviation Center of Excellence (USAACE), ATTN: ATZQ-AP,
4103 Gladiator Street, Fort Novosel, AL 36362-5000

FOR HQDA, DCS G-1, ATTN: DAPE-MPO-D, 300 Army Pentagon, Room 1C353,
Washington, D.C. 20310-0300

SUBJECT: Request for Age Exception to Policy (over 33) for **(Rank, LName, FName MI.)**

1. **(Rank, LName, FName MI.)** has been selected by the **(STATE)** Aviation board to attend **Officer Candidate School (OCS)/Warrant Officer Candidate School (WOCS)** and Initial Entry Rotary Wing (IERW) training to appoint/commission as an Aviation Commissioned/Warrant Officer. Request an exception to policy for an age waiver for **(Rank, LName, FName MI)** for exceeding the maximum age limit. **(Rank, LName)** is currently **(XX)** years of age.
2. What is the current situation with this person?
3. Why is this person a rock star? Why is he or she the one the state selected?
4. Why is this good for the Army and the State?
5. Point of contact for above is the undersigned at (XXX) XXX-XXXX or email at name.mil@army.mil

JOHN DOE
COL, AV
State Army Aviation Officer