Your Office Symbol Date

MEMORANDUM FOR J1/AGR Manager, NGOK-FHR-AGR, 3501 Military Circle, Oklahoma City, OK 73111

SUBJECT: Request for Exception to Policy for AGR New Hire Announcement (OT XX-XX)

1. I, SSG Snuffy respectfully request an exception to policy for (what is the requirement the ETP is for?) requirements to be considered for interview for AGR new hire position as the (what position are you applying for).

2. Explain the justification to support the request.

3. I understand my request for exception to policy does not guarantee I will receive an interview or be hired into the advertised position.

4. Point of contact for this memorandum is the undersigned at (405) 228-5000 or joe.snuffy@us.army.mil.

 JOE A. SNUFFY

 SSG, OKARNG

 Supply Sergeant