

YOUR COMPANY'S OFFICIAL LETTERHEAD

(Today's Date)

MEMORANDUM FOR: LTC Blaine A White Commander, CONUS Replacement Center (CRC), Fort Bliss, TX 79916

SUBJECT: Exception To PARC Policy Alert 12-01, dated 24 October 2011 – Contractor Deployment and Redeployment Requirements in Support of U.S. Central Command Area of Responsibility for Contract **(CONTRACT # ?????)**

References: (a) Contract **(CONTRACT # ?????)**
(b) PARC Policy Alert 12-01, dated 24 October 2011

Attention LTC White,

1. The purpose of this letter is to request an exception to policy in accordance with reference (b), which requires contractor personnel to travel to the CENTCOM AOR via MILAIR.
2. The referenced contractor requires **(SPELL OUT JUSTIFICATION FOR YOUR REQUEST)...**
2. **(PROVIDE SPECIFIC JUSTIFICATION AS TO WHY THE CONTRACTOR NEEDS THE EXCEPTION TO POLICY...JOB REQUIREMENTS, PERFORMANCE WORK STATEMENT, ETC)...**
3. The specific flight date exception is: **(REQUESTED ACCEPTANCE DATE)**
5. The below individual contractors information is provided:

<u>Contractors Name</u>	<u>Hiring Agency</u>	<u>Requested Flight Date</u>
Joe I. Smith	ABC Corp	15 Jun 2013

*****(Please note that this Exception to Policy requests will only be considered and approved by the CRC Commander on a case by case basis. The request MUST be submitted at a minimum of 72 hours prior to the requested departure date. The Government and the contractor understand that it is our joint responsibility to certify that individuals traveling intermittently to Kuwait during the one-year period).**

Respectfully,

REQUESTING AGENCY SIGNATURE

PRINTED NAME

Approving Authority,

CRC BN CDR SIGNATURE

PRINTED NAME

EXAMPLE - AIR



DEPARTMENT OF THE ARMY
(THE GAINING UNIT INFORMATION)

REPLY TO
ATTENTION OF:

<OFFICE SYMBOL> (of Sender)

(DATE)

MEMORANDUM FOR: LTC Blaine A. White Commander, CONUS Replacement Center (CRC), Fort Bliss, TX 79916

SUBJECT: Exception to Policy for (Insert requested item) at CRC

1. The purpose of the memorandum, i.e. request for exemption to draw required equipment at CRC (CIF/RFI/IPE etc.), issue of different or additional weapon.
2. The reason and justification for the requested exemption, i.e. Duty requirements, statement of work, Copy of clothing record with issued items, statement of responsibility for down range equipment issue.
3. The personnel to receive the exemption are as follows:

Name and Rank	Last 4 SSN	Unit/Company	Date of CRC Attendance

4. Point of contact for this memo, Name, email address and phone number.

This template can be used for both equipment and weapon ETP.

JOHN A. ARMY
<06/GS15> <ORG>
<Position>

Digital Signature of an O-6/GS-15/KO or higher required (no older than 45 days)