



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Quartermaster Commandant, U.S. Army Quartermaster School,
Fort Lee, VA 23801

SUBJECT: Exception to Policy for YOUR RANK AND NAME to attend Aerial Delivery
and Materiel Officer's Course (ADMOC)

1. I request an exception to policy for YOUR RANK AND NAME to attend Aerial
Delivery and Materiel Officer's Course. He/She currently serves as the STATE YOUR
CURRENT POSITION. This position is/is not a R9 SQI position.
2. STATE THE JUSTIFICATION FOR COURSE ATTENDANCE.
3. The point of contact for this memorandum is LIST POC WITH PHONE NUMBER
AND EMAIL.

Commander's Name
Rank, Branch
Commanding

APPROVE DISAPPROVE

KEVIN W. AGNESS
COL, LG
Quartermaster Commandant