



DEPARTMENT OF THE ARMY  
UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Quartermaster Commandant, U.S. Army Quartermaster School,  
Fort Gregg-Adams, 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

JIN H. PAK  
COL, LG  
Quartermaster Commandant