



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
YOUR UNIT
STREET ADDRESS
CITY, STATE 12345

ABCD-EFG-H (*Your unit's office symbol*)

Date of memo

MEMORANDUM FOR Commandant, U.S. Army Infantry School

SUBJECT: MOS/Branch waiver request to attend the Pathfinder Course

1. The following Soldier is assigned to (*your unit*). He/she currently has an (*“ATRRS reserve status” OR “ATRRS wait status” OR “does not have an ATRRS reservation”*) for class ###-## beginning (*Class START date*).

Rank *Last name, First name MI* *Last 4* *MOS/Branch*

2. (*Your justification to attend the course goe here*).

EXAMPLE 1: SSG Doe, John is currently serving in an assignment where his Duty MOS has an ASI of F7 (*5Q for Officers*). See attached ERB (*or ORB*).

EXAMPLE 2: 1LT Doe, Jane is not currently serving in an assignment where her Duty MOS has an ASI of 5Q (*F7 for Enlisted*) however, I request an exception to policy (*insert justification*).

3. The point of contact for this memorandum is (*Rank Last name, First name email and phone*).

(*First O-5 or higher in Chain of Command*)

FIRST LAST

RANK, BRANCH

Position

****Note: Current ERB/ORB must be attached to ALL Pathfinder Course MOS/Branch waiver requests. Failure to do so will result in automatic disapproval.***

****Note: Students requesting course prerequisite waivers must submit them NLT 30 days prior to the class start date. MOS/Branch waiver requests arriving with less than 30 days will automatically be disapproved.***