



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: GT Score 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* *GT Score*

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

EXAMPLE: Dispite SSG Doe, John having a GT Score below 100, 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 must be attached to ALL Pathfinder Course GT Score 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. GT Score waiver requests arriving with less than 30 days will automatically be disapproved.**