

Waiver Request Template (Use Applicable Letterhead)

MEMORANDUM FOR HQ AFROTC/RRUE

FROM: (Applicant's Rank, First Name, Middle Initial, and Last Name)
(Applicant's Unit of Assignment)
(Unit Address)
(Base and Zip Code)

This information herein is for Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1996 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. Vigilance must be taken to protect Personally Identifiable Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning.

SUBJECT: Request for Waiver, Air Force ROTC Enlisted Commissioning Programs

1. I request a waiver of the (list type of waiver- i.e. Civil/Moral, TOS, SRB, etc) criteria listed in AFI 36-2013, Table 1.1, **Rule XX (if applicable)**.

2. My identifying data are:

Rank/Name:

SSN:

CAFSC:

Date Assigned Station:

Assignment Action Number (if applicable):

Return No Later Than Date (if applicable):

Assignment Limitation Code Expiration Date (if applicable):

(Please use Date from Records Review Rip – Code O)

Enlistment/Reenlistment Bonus Amount (if applicable):

Amount of Remaining Bonus to be Waived (if applicable):

Date of Separation:

Date of Birth:

Projected Class Start Date:

Projected Date of Graduation:

Academic Major Applying For:

School & Det You Plan to Attend:

3. The circumstances of the disqualifying factor and the specific justification for the waiver are as follows:

4. I am applying for (list program – ASCP, SOAR, POC-ERP)

5. If you have any further questions, my duty phone number is DSN: XXX-XXXX, commercial (XXX) XXX-XXXX, or e-mail address is XXXXX.XXXX@XXXX.af.mil.

APPLICANT'S SIGNATURE BLOCK

1st Ind, Appropriate Commander (Organization and Office Symbol)*

MEMORANDUM FOR (Applicant's Rank and Last Name)

I have reviewed (Applicant's Rank and Last Name) waiver request and concur with its submission as part of the AFROTC Enlisted Commissioning Program application process.

APPROPRIATE COMMANDER'S SIGNATURE BLOCK

** Add appropriate indorse block (s) (e.g. Squadron/CC, Group/CC, Wing/CC). Waiver requests are indorsed at SQ/CC level unless otherwise noted on the enlisted commissioning program website and/or affiliated instruction governing the waiver requirements. The applicant is responsible for ensuring that it is accurate and has all the necessary supporting documentation.*