

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Prerequisite Wavier (Select the appropriate one)
Request for Age Waiver

1. (State the type of wavier you are requesting) Example: Prerequisite Wavier for (state the prerequisite you wish to waiver.)
2. Anyone can request a Prerequisite or Age Wavier, but not everyone will get one. Give a detailed explanation why you feel this wavier should be approved. Please not that waivers are approved only in unusual circumstances. Prerequisite wavier requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc., will probably be disapproved. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.