

SAMPLE OF COMMANDER'S WAIVER MEMORANDUM

(Use Official Letterhead)

MEMORANDUM FOR MPS

FROM: (Unit/Office Symbol)
(Address)

SUBJECT: Request for Classification Waiver – MSgt John J. Smith

1. I fully support and endorse MSgt Smith's waiver request for his Administrative ASVAB score. I have known MSgt Smith since his first day in the wing and he has proven over and over to be an invaluable wing asset, as the POL superintendent since January, in our plans office. We have a critical manning shortage in our plans office and MSgt Smith is assisting as a logistics management specialist. He excels at all he does and he was just selected as the 2005 HQ AFRC Fuels SNCO.

2. MSgt Smith exemplifies the leadership and supervisory skills desired of a Senior NCO and I have no doubt he will continue to excel. I request favorable consideration of this waiver request. I certify member is in good standing with the Air Force Reserve. Please contact me at DSN 123-5789 if I can provide any further information.

(COMMANDER'S SIGNATURE BLOCK)