

**SAMPLE OF INDIVIDUAL'S WAIVER REQUEST MEMORANDUM**  
(Use Official Letterhead)

MEMORANDUM FOR *(UNIT COMMANDER)*

*(DD MONTH YYYY)*

FROM: *(Rank) (Full Name)*  
*(Address)*

SUBJECT: Request for Classification Waiver

1. I respectfully request to be considered for a waiver of the ASVAB Administrative score prerequisite required to retrain into the 2G0X1, Logistics Plans Management Career Field. The following is submitted to support waiver consideration:

- a. I have applied for and have been tentatively selected to fill a vacant Logistics Management Specialist, Air Reserve Technician, position with the 999 Logistics Readiness Squadron.
- b. Currently I am assigned to the Logistics Plans Flight and have been performing all the duties and responsibilities required of a Logistics Plans Apprentice since Jan 2005. In the 3 months that I have been in this position, I have demonstrated a keen knowledge and understanding of the career field and have performed above the commander's expectation. This performance has resulted in my selection to fill the vacant Logistics Management Specialist position.
- c. To retrain into the 2G0X1 AFSC I am required to have a score of 56 in the Administrative portion of the ASVAB test. I was administered the ASVAB over 19 years ago and received the following scores: A – 39; G – 39; M – 49; and E – 53. I recently retested and results were: A – 45; G – 59.

2. I believe that although my Administrative score is below the minimum in the Administrative area, I am more than qualified for the position and that I can successfully retrain into the Logistics Plans career field.

(APPLICANT'S SIGNATURE BLOCK)