

SAMPLE OF SUPERVISOR'S WAIVER MEMORANDUM
(Use Official Letterhead)

MEMORANDUM FOR *(Unit Commander)*

DD MONTH YYYY

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

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

1. It has been my pleasure to know and work with MSgt John J. Smith since he entered the Air Force Reserve in Jan 86. His performance has been truly outstanding in all respects. He has always demonstrated a positive, professional attitude.
2. MSgt Smith is a true professional who consistently demonstrated outstanding performance in assigned duties and responsibilities in Logistics Management. This included providing invaluable assistance in the processing of personnel and equipment for a major overseas deployment.
3. I wholeheartedly endorse MSgt Smith's waiver request to retrain into AFSC 2G0X1 where his leadership and talents will further benefit this wing and the Air Force Reserve. Please feel free to direct any questions to me at DSN 123-4567.

(SUPERVISOR'S SIGNATURE BLOCK)