



DEPARTMENT OF THE ARMY
STUDENT'S UNIT
UNIT ADDRESS
FORT WAINWRIGHT, ALASKA 99703-9900

(Office Symbol)

DD Month YYYY

MEMORANDUM FOR Commandant, Northern Warfare Training Center, Fort Wainwright, Alaska 99703

SUBJECT: Rank Waiver for (Course Name) Attendance

1. (Student's Unit) requests a rank waiver is granted for the following Soldier to attend (Course Name/Number, Course Dates):

<u>Rank</u>	<u>Name</u>	<u>Last Four SSN</u>
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2. Justification: Describe reason for Soldier's course attendance

3. Point of contact for this memorandum is (Name and phone number of S3 NCOIC).

(Commander/Battalion S3 Signature Block)