

TIS WAIVER EXAMPLE:

ABCD-EFG

15 Jan 2011

MEMORANDUM FOR COMMANDER, HQ USAREC ATTN: RCHS-SVD-PA 1307
Third Avenue, Fort Knox, KY 40121-2726

FOR Staff Sergeant Jane Q Doe, SSN 123-45-6789, U.S. Army Medical Department
Activity, Fort Jackson, SC 29207

SUBJECT: Interservice Physician Assistant Program Application Time in Service
Waiver Request

1. In accordance with AR 601-20, AR 135-100 and AR 135-101 I request a waiver for time in service over 8 years as of 1 January of the year course instruction would begin. Please consider this waiver so that I may be considered to attend the Interservice Physician Assistant Program . My basic active service date (BASD) is 01 July 2003. I will have 8 years 6 months as of 1 January 2012.

2. I can be reached at the following address: 1234 Main St, Hometown, US 12345; DSN 123-4567, commercial (123) 456-7890, or e-mail JaneQDoe@us.army.mil.

JANE Q DOE
SSG, USA

Combat Medic