NGIN-XXX-XX DD Month Year

MEMORANDUM THRU

\*\*Command Echelons\*\*

FOR AGR Human Resources (NGIN-PEH-A), 2002 S. Holt Rd., Indianapolis, IN 46241

SUBJECT: Exception to Policy

1. Reference, AR 600-8-19 Enlisted Promotions and Reductions (16 May 2019).
2. Request that an exception to policy be granted and that (RANK, L\_NAME, F\_NAME) be allowed to transfer within 18 months of current assignment.
3. **\*\*\***DETAILED EXPLANATION\*\*\*

4**.** Point of Contact for this.

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