[The Soldier’s Unit’s office Symbol] 18 October 2024

MEMORANDUM THRU

Education Office, XXARNG (office Symbol/ESO or TCO Rank & Name), Address, City, State zip+ 4 digit extension

Education Branch, National Guard Bureau (ARNG-HRH-C) 111 South George Mason Dr., Arlington, VA 22204-1382

FOR, Education Division (ATZL-AUA) ACCESS, ArmyU ATTN: Army Personnel Testing 1600 Spearhead Division Avenue, Department 410 Fort Knox, KY 40122-5401

SUBJECT: Exception to Policy – Armed Forces Classification Test

1. Request the following individual(s) be granted an exception to policy to retest on the Armed Forces Classification Test (AFCT) within the six month limitation:

[Name], [Rank], [DoD ID]

2. [Name] has taken the AFCT a total of [x] times. [List all previous test dates] and [previous test scores].

3. Proposed [retest date]. Proposed [retest location]

*{Provide us with the last possible test timeframe to allow the maximum amount of time between exams, and allow sufficient time for Exception to Policy to be processed.}*

4. Retest Preparation. Include [list of courses], [number of course hours], and [date of course completion] since last test date.

*{If the Soldier attended a BSEP/GT Enhancement course, a certificate of training or memo from the training provider indicating the training was complete must accompany the request. If OASC was use for training, provide OASC certificate of completion. BSEP and OASC are the only approved sources of study}*

5. Justification. Individual needs to take exam prior to six month limitation in order to re‐enlist by [ETS date] soldier can test no later than [proposed retest date].

6. Point of Contact: Name: [Name], Phone: [COM telephone], Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

7. If there are any questions concerning this action, I can be reached at (xxx) xxx-xxxx or by email at [anywhere@email.com](mailto:anywhere@email.com).

COMMANDERS NAME

RANK, BRANCH

Commanding

[\*\*\*This note is to be deleted from this memo prior to the execution and signature of this document. Please delete all blue highlighted notes. Please add the appropriate data to all areas with yellow highlights and remove the highlighting. The Soldiers Commander must sign this memo. The ESO/TCO is to line through the address IAW para 6-3.d. of the AR 25-50.]