

TIS WAIVER EXAMPLE:

DATE

MEMORANDUM FOR Director, Army Acquisition Career Management, US Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060.

FOR SSG Jane Q Doe, SSN XXX-XX-XXXX, U.S. Army Medical Department Activity, Fort Jackson, SC 29207

SUBJECT: MOS 51C Application Time in Service Waiver Request

1. In accordance with AR 601-20 and AR 135-100, I request a waiver for time in service for MOS 51C. PMOS 51C – Acquisition, Logistics and Technology Noncommissioned Officer may grant waivers for TIS 10 -13 years. Please consider this waiver so that I may be considered to be accepted into the MOS 51C. My basic active service date (BASD) is 01 July 2000. I have 10 years 6 months as of 1 January 2011.
2. Point of contact for this information is the undersigned at XXX-XXX-XXXX (phone) or email name@us.army.mil.

Signature Block
RANK, USA
Job