**DEPARTMENT OF THE XXXXX**

**Unit**

**Address Line 1**

**Address Line 2**

Office Symbol DD Month YYYY

MEMORANDUM FOR Director, Joint Logistics Course, 562 Quarters Road, Fort Gregg-Adams, VA 23801

SUBJECT: Request a rank waiver for attendance into the Joint Logistics Course (JLC).

1. I have reviewed the Joint Logistics Course brochure and understand the course intent and rigorous requirements and request a rank wavier for Rank First Last Name to attend the Joint Logistics Course (JLC), Army Training Resources and Requirement System (ATRRS) course #8A-F54/552-F6.
2. Provide brief overview of member’s *operational and/or strategic* staff experience if any.Provide justification of why the individual would be benefit from taking the course in current or projected assignment. How the SM would benefit the other students in the class.
3. Point of contact for this memorandum is CPT John Doe at (804) 734-0745 or [john.a.doe576.mil@army.mil](mailto:john.a.doe576.mil@army.mil).

FIRST M. LAST

RANK, BRANCH (First O5 in chain of command)

Position

Approved / ~~Disapproved~~

VANESSA N. NICHOLS

Lt Col, LRO

Director, Joint Logistics Course