

SAMPLE WAIVER FORMAT

UNIT LETTERHEAD

From: Company Commander, B Co, 1st Marine Raider Battalion

To: Commanding Officer, Marine Raider Training Center

Via: (1) Commanding Officer, Marine Raider Regiment

Subj: WAIVER ICO (Rank and Marine's full name, last four) ISO
(Course number and name (i.e. MCQBL2 X-XX, MDEL2 X-XX, MASC, etc.))

Ref: (a) Announcement Message IRT Course to include DTG

Encl: (1) Completed command screening checklist IRT (course
name)

1. Per the enclosure, SNM does not meet the prerequisite(s) as set forth by CO MRTC. Request the below area(s) be waived per the justification.

2. Waiver is requested in lieu of the following requirements:
-List each requirement the individual does not meet.

-Below each requirement listed, provide justification as to why the waiver should be approved by CO MRTC.

-Below is the format to be used for submission.

a. Requirement: Must be SSgt (SSgt is used only as an example) or above with one MARSOC deployment or two years serving as a CSO.

(1) Justification: Sgt I.M. Marine is in a SSgt Billet and has deployed twice in this capacity. He shows tremendous leadership, initiative, and maturity.

b. Requirement: GT score of 110 or higher.

Subj: WAIVER ICO (Rank and Marine's full name, last four) ISO
(Course number and name (i.e. i.e. MDEL2 2-12))

(1) Justification: Sgt I.M. Marine has a GT score of 105 that was waived by COMMARFORSOC in order to be awarded the MOS 0372.

3. State any other pertinent information the command feels may be relevant and not identified above in support of obtaining the waiver.

4. Point of contact is (rank, name, and position)

I.M. COMPANY CO

Additional information in submission of waiver:

- 1) Endorsement required up to and including the Regimental level.
- 2) Requires signature of MRR Commanding Officer, Operations Officer or Executive Officer.
- 3) Waiver must be received at MRTC S3 for processing no less than 14 business days prior to course convening date.
- 4) Submission of waiver through electronic/faxed means must be approved by MRTC Operations Officer prior to submission.