15 August 2025

MEMORANDUM FOR RECORD

SUBJECT: Request for Exception to Policy (ETP) for Bonus, Reenlistment/Extension (REB)

1. Reason for request: To retain my incentive and receive all payments.
2. Justification: I signed the incentive contract in 2019. Due to no fault of my own, the contract was never properly uploaded to the system, so no actions were taken to get it paid. Now, there are overdue payments, some of which are more than a year old.
3. [***Delete*** *this info-only paragraph after reviewing its contents:
\_\_ To edit the letterhead at the top of the page, just double-click on it.
\_\_ Note there’s a drop-down menu for incentive type in the “SUBJECT” line. If your ETP request has nothing to do with any of those items in the drop-down list, you can delete the drop-down box and type something else.
\_\_ The text provided in the “Reason” and “Justification” paragraphs above are just examples; type your actual request and justification.
\_\_ Keep it short and professional. Do not include emotional language like “I felt called to serve my country,” or “It has truly been amazing serving in the military,” or “It would be my honor if you would approve this request.”
\_\_ Note that “COMM” below is just Army memo shorthand for “commercial phone number.”*]
4. I can be reached at COMM (555) 555-1234 or email@gmail.com.

 JOE SNUFFY

 PFC, GAARNG

 Combat Medic