NGGA-ZZZ-C 15 August 2025

MEMORANDUM FOR RECORD

SUBJECT: Unit Commander’s Recommendation for Exception to Policy (ETP) Request for
PV2 Joe Snuffy

1. Background: During Annual Training in 2015, we were required to take an AFT. PV2 Snuffy mentioned feeling under the weather, but agreed to complete the test as required. I decided he would take a “For Record” AFT later during the training period, but that both scores would be recorded. Due to no fault of the Soldier, his first score was erroneously marked as a “For Record” AFT. I directed the Training NCO to correct this error.
2. Recommendation: Due to these circumstances, I concur with the Soldier’s ETP request to retain the incentive.
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. We are the GA Guard, not “Department of the Army.” Per AR 220-5, para 2-3d(2)(e), use “2d” and “3d” for unit numerals, not 2nd and 3rd. Per para (3), include “Regiment” when writing the full unit name, if regimentally affiliated. Per para (3)(a), use “Company A,” not Alpha Company or A Company.
\_\_ Keep it short and professional. Avoid language like “It is therefore my honor to recommend,” or “The Soldier is clearly deserving of this incentive.”*]
4. I can be reached at COMM (555) 555-1234 or email@gmail.com.

 SUE HARDCHARGER

 1LT(P), IN, GAARNG

 Commanding