



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

[The Soldier's Unit's office Symbol]

25 October 2019

MEMORANDUM THRU

Education Office, XXARNG (office Symbol/ESO or TCO Rank & Name), Address, City, State zip+ 4 digit extension

Education Branch, National Guard Bureau (ARNG-HRM-E) 111 South George Mason Dr., Arlington, VA 22204-1382

FOR APT, U.S. Army Human Resources Command (AHRC-PDE-P) 1600 Spearhead Division Ave, Dept. 410, Ft. Knox, KY 40122-5401

SUBJECT: Exception to Policy – Armed Forces Classification Test

1. Request the following individual(s) be granted an exception to policy to retest on the Armed Forces Classification Test (AFCT) within the six month limitation:

[Name], [Rank], [DoD ID]

2. [Name] has taken the AFCT a total of [x] times. [List all previous test dates] and [previous test scores].

3. Proposed [retest date]. Proposed [retest location]
{Provide us with the last possible test timeframe to allow the maximum amount of time between exams, and allow sufficient time for Exception to Policy to be processed.}

4. Retest Preparation. Include [list of courses], [number of course hours], and [date of course completion] since last test date. Practice GT test scores are [list scores or attach separate sheet of scores from GT Improvement Course or a screenshot of the OASC GT Predictor scores].

5. Justification. Individual needs to take exam prior to six month limitation in order to re-enlist by [ETS date] soldier can test no later than [proposed retest date].

{There must be sufficient documentation that soldier has completed some sort of education or training that could reasonably be expected to result in improved scores.}

6. Point of Contact:

Name: [Name]

DSN: [DSN]

Phone: [COM telephone]

Fax: [COM fax]

Email: [email]

{Point of Contact must be able to verify need and eligibility for testing}

7. If there are any questions concerning this action, I can be reached at (xxx) xxx-xxxx or by email at anywhere@email.com.

COMMANDERS NAME

RANK, BRANCH

Commanding

[**This note is to be deleted from this memo prior to the execution and signature of this document. Please delete all blue highlighted notes. Please add the appropriate data to all areas with yellow highlights and remove the highlighting. The Soldiers Commander must sign this memo. The ESO/TCO is to line through the address IAW para 6-3.d. of the AR 25-50.]