

IMSS-ZA

DATE: \_\_\_\_\_

MEMORANDUM THRU

DIRECTOR, FAMILY AND MORALE, WELFARE AND RECREATION

**SUBJECT: REQUEST FOR EXCEPTION TO COMMAND POLICY LETTER NO. 42**

1. Exception to Command Policy Letter No. 42 is requested for (activity name), scheduled to take place on (date) at (location).
2. Exception to policy is being requested for (site section of policy).
3. The scheduled activity is critical to the success of the NSSC mission and (is/is not) authorized the use of appropriated (APF) funds.
4. This request for exception should be granted on the following grounds: (state reasoning in support of request).
5. The cost (insert cost) to support this mission-critical activity should be incurred by MWR (attach quote/invoice). If MWR does not incur these expenses, the failure of mission x is as follows:
6. (Name and Organization) concurs with this request for exception to policy. The POC for this activity is (name, email, and phone).

\_\_\_\_\_  
(Event POC)

\_\_\_\_\_  
(Organizational representative)

7. APPROVAL: The activity requesting exception to Command Policy Letter No. 42 is APPROVED/DENIED.

\_\_\_\_\_  
Garrison Commander