

Office Symbol(State ESO)

Date

MEMORANDUM FOR: Army National Guard, Army Resource Management, Education and Incentives Branch, 111 South George Mason Drive, Arlington, VA 2204-1382

SUBJECT: Exception to FTA Policy, FOR: Soldier's Name, Last four digits of SSN

1. Purpose: To provide a brief summary of the reason(s) for the request.
2. Facts
 - a. School name
 - b. Course(s) department number and name, example: ENG 120 English Composition
 - b. Course(s) start and end dates
 - c. Additional relevant information (optional)
3. ESO's Recommendation
4. Justification (ESO)

ESO's Signature Block