



**DEPARTMENT OF THE ARMY**  
 US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
 504 SCOTT STREET  
 FORT DETRICK, MARYLAND 21702-5012

REPLY TO  
ATTENTION OF

**MCMR-ZB-DRC**

MEMORANDUM THRU Commanding General, U.S. Army Medical Research and Materiel Command, Fort Detrick, MD 21702-5012

FOR Commander, U.S. Army Human Resources Command, AHRC-OPL-R,  
1600 Spearhead Division Avenue, Fort Knox, KY 40122-5209

SUBJECT: Request for Exception to Policy for Voluntary Retirement, REF: **COL John Doe, 70K, MS, United States Army Medical Research and Materiel Command**

1. Under the provisions of law cited in AR 600-8-24, paragraph 6-20, I request an exception to policy for voluntary retirement.
2. I am requesting a retirement date that falls within nine months of my request. **State the reason .....** I understand a delay in submitting this request shortens the processing time and may preclude retirement on the requested date.
3. The point of contact for this action is Mr. James L. Brammah, Chief, Military Personnel Division, (301) 619-6272, DSN 343, or james.brammah@us.army.mil.

**Your name**  
**Rank (spelled out), Corps (MS, MC, etc.)**  
**SSN**