

YOUR COMPANY'S OFFICIAL LETTERHEAD

(Today's Date)

MEMORANDUM FOR: MAJ Donald H. McGhghy, IRDO XO, PO Box 5000, Bldg 300, Edinburgh, IN 46124-5000

SUBJECT: Exception To PARC Policy Alert 12-01, dated 24 October 2011 – Contractor Deployment and Redeployment Requirements in Support of U.S. Central Command Area of Responsibility for Contract **(CONTRACT # ?????)**

References: (a) Contract **(CONTRACT # ?????)**
(b) PARC Policy Alert 12-01, dated 24 October 2011

Attention MAJ McGhghy,

1. The purpose of this letter is to request an exception to policy in accordance with reference (b), which requires contractor personnel to travel to the CENTCOM AOR via MILAIR.
2. The referenced contractor requires **(SPELL OUT JUSTIFICATION FOR YOUR REQUEST)...**
2. **(PROVIDE SPECIFIC JUSTIFICATION AS TO WHY THE CONTRACTOR NEEDS THE EXCEPTION TO POLICY...JOB REQUIREMENTS, PERFORMANCE WORK STATEMENT, ETC)...**
3. The specific flight date exception is: **(REQUESTED ACCEPTION DATE)**
5. The below individual contractors information is provided:

<u>Contractors Name</u>	<u>Hiring Agency</u>	<u>Requested Flight Date</u>
Joe I. Smith	ABC Corp	15 Jun 2013

******(Please note that this Exception to Policy requests will only be considered and approved by the IRDO XO on a case by case basis. The request MUST be submitted at a minimum of 72 hours prior to the requested departure date. The Government and the contractor understand that it is our joint responsibility to certify that individuals traveling intermittently to Kuwait during the one-year period).***

Respectfully,

REQUESTING AGENCY SIGNATURE

PRINTED NAME

Approving Authority,

IRDO XO SIGNATURE

PRINTED NAME