

Letter Head

REPLY TO
ATTENTION OF:

Office Symbol

____(date)____

MEMORANDUM THRU

The first O-6 in your chain of command....

WOSC Course Director (ATSW-F) United States Army Warrant Officer Career College,
5302 Outlaw Street, Fort Rucker, Alabama 36362-5000

FOR Commandant (ATSW-Z), United States Army Warrant Officer Career College,
5302 Outlaw Street, Fort Rucker, Alabama 36362-5000

SUBJECT: Request for Reenrollment into Warrant Officer Staff Course (WOSC) Phase
1 (DL)

1. Request _(grade, name)_ be reenrolled into the WOSC Phase 1 (DL).

2. *State your rationale and/or justification for reenrollment. The memorandum should include the individual's plan to avoid a repeat failure to complete WOSC Phase 1 DL. If he or she has an ATRRS seat, include reference to the resident class number (e.g., 12-XXX). Also include any other pertinent information that may assist the Commandant in making a decision. The memo must be signed by the first O6, or civilian equivalent grade, in the individual's chain. Fax or email PDF to DSN 558-1395 (commercial 334-255-1395) or Michael.t.nysewander@us.army.mil*

3. POC for this memorandum is the undersigned at *(phone and email)*.

Encl *(if required)*

Signature block

XX, XX

XXXXXXXXXX