WAIVER REQUEST

INSTRUCTIONS: See “Program Instructions and Requirements” for additional information.

Service Member/Spouse – email “Waiver Request” along with your “Membership Application” and any supporting documents (e.g., Attendance Report) to the appropriate MCAO org box/address.

➢ Attendance Waiver: Explain failure to meet mandatory minimum attendance requirement by listing dates with reason for gap in attendance (e.g. medical restriction to-from dates; TDY to-from dates).

➢ Eligibility Waiver: Provide explanation for applications that are not within one of the four eligible categories.

Membership Information

Service Member (Last, First): _____________________________________________ Rank: _________

Membership Type (Select One): ☐ Service Member Only ☐ Spouse Only ☐ Family (2+)

Detailed Explanation (use continuation sheet if necessary)

Member Certification: I certify the information provided is accurate. I understand that intentionally providing false information to secure services under a Defense contract is cause for disciplinary action and may be prosecutable. I understand that further verification of the above information may be requested upon review.

Signature: _____________________________________________ Date: ______________________

Printed Name: _____________________________________________ Phone: ____________________