Long Term Health Education and Training Action Request Form

Requesting Officer's Name: (Last, First, Middle Initial) Rank:

SSN (last 4 digits): Branch:

Type of waiver being requested:

******Ensure you have provided supporting documentation for each action request (ex. Consultant concurrence, University documentation, etc.)******

In the space provided below: Please explain WHY you are requesting this waiver.

Requesting Officer's Signature:

In the space provided below: The Consultant/DCN/GME will concur or nonconcur and provide comments on the requested action, especially for nonconcurrences.

☐ **CONCUR** ☐ **NONCONUR**

Consultant/DCN/GMA Signature:

In the space provided below: The HRC Branch Chief will concur or nonconcur and provide comments on the requested waiver, especially for nonconcurrences.

☐ **CONCUR** ☐ **NONCONCUR**

HRC Branch Chief's Signature:

The Corps Chief/Corps Designee will approve or disapprove and provide comments on the requested waiver, especially for disapprovals.

☐ **APPROVE** ☐ **DISAPPROVE**

Corps Chief/Designee Signature:

Directions on how to complete the attached action request form:

-Officer requesting the action completes the identifying information and explains WHY they are requesting the action. After the explanation is complete, the officer will sign and send to their Consultant/DCN/GME.

-Consultant/DCN/GME will either "concur" or "nonconcur" with the request and give an explanation as needed. The Consultant/DCN/GME will then sign and send the document to either the Branch Chief or Assignment Officer of the requesting officer's AOC.

-The Branch Chief will either "concur" or "nonconcur" with the request and give an explanation as needed. The Branch Chief will then sign and send the document to the Corps.

-The Corps Chief or Designee will either "approve" or "disapprove" with the request and give an explanation as needed. The Corps Chief/Designee will sign and send the document back to HRC/LTHET by emailing the document to the LTHET mailbox with high priority:

usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@mail.mil.