

[UNIT'S OFFICIAL LETTER HEAD]

[Date]

From: [Member Requesting the Exception to Policy]

To: Office of the Under Secretary of Defense for Acquisition and Sustainment

Via: Headquarters [Insert Service Department]

Subj: [State the Request i.e. Exception to Policy to Execute Permanent Change of Station Orders via Air Mobility Command Patriot Express with an Unusual Pet]

Ref: (a) [Include References if Applicable]

Encl: (1) [Include Supporting Documents if Applicable]

1. [State your request. I am requesting an exception to the policy outlined in DoDI 4515.13, which states that passengers traveling under Permanent Change of Station (PCS) orders may ship their pets at their own expense. I am aware that the guidance defines pets as cats or dogs; however, I am moving to Japan and cannot abandon my pet ferret. Due to current travel restrictions, commercial air travel is not taking pets. I have been directed to utilize the Air Mobility Command (AMC) Patriot Express (PE) and require an exception to policy in order to travel with my pet ferret.]

2. [Insert justification. Animals, other than dogs and cats, are excluded as pets under this authority because of their size, exotic nature, shipping and host nation restrictions, and special handling difficulties. There are no restrictions other than basic rabies compliance that restrict my ferret from entering Japan as noted in the United States Department of Agriculture reference above; and an export certificate (enclosure X), which will be available within 30 days of travel, as required. I will ensure my pet is in compliance with all travel requirements.]

3. [Any additional information i.e. Point of Contact.]

[Insert Signature Block]