



**DEPARTMENT OF THE ARMY**  
THE U.S. ARMY CENTER OF MILITARY HISTORY  
102 4TH AVENUE  
FORT LESLEY J. McNAIR, DC 20319-5060

AAMH-MD

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MEMORANDUM FOR Director, US Army Center of Military History

SUBJECT: Request for Exception to Policy for a Volunteer

1. Reference: AR 870-20, Army Museums, Historical Artifacts and Art, 11 January 1999, Paragraph 3-12, Volunteer Programs.
2. Request for exception to policy to allow \_\_\_\_\_ to work as a volunteer at the \_\_\_\_\_ Museum.
3. Mr./Ms. \_\_\_\_\_ will be performing duties related to cataloging artifacts and for this, requires access to the Army Historical Collection Accountability System (AHCAS). Request approval for \_\_\_\_\_ to gain access to AHCAS and work with Army artifacts under the direct supervision of an assigned museum staff member.
4. The POC for this action is \_\_\_\_\_, xxx-xxx-xxxx or email: \_\_\_\_\_@mail.mil.

Encls:

- (1) Resume
- (2) Approval Memo

\_\_\_\_\_  
Director

\_\_\_\_\_  
Museum