



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

19 March 2020

MEMORANDUM FOR 375 LRS/TMO

FROM: 375 AMW/###

SUBJECT: Exception to Policy for SSgt First Last's PCS Personnel Property Move

1. I request an exception to policy for SSgt First Last's personal property move. SSgt Last is scheduled for a final out on 3 May 2020. Upon receipt of PCS orders SSgt Last scheduled her/his HHG pack and pick up for 10 April 2020. She/he listed her/his house for sale and has signed a contract with a buyer to close on the sale of the house on 1 May 2020. If her/his HHGs are not packed and picked up as scheduled in April she/he will have to find a way to pack and store all of her/his property to ensure she/he can still close on the sale.
2. In accordance with the Stop Movement for Domestic Shipments memorandum published by USTRANSCOM. I am requesting that, due to the sale of her/his home, SSgt Last be authorized to continue the move of her/his HHGs on 10 April 2020 as previously scheduled.
3. If any questions, please call and/or email MSgt First Last at [first.last@us.af.mil](mailto:first.last@us.af.mil) and 618-###-####.

XXXX, Lt Col, USAF  
Commander, 375th XXXX Squadron