



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON YONGSAN-CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-HH

16 January 2024

MEMORANDUM FOR RECORD

SUBJECT: DA Form 31 Exception to Policy (ETP)

1. Sergeant [REDACTED] is submitting a manual DA Form 31 due to complications with submitting an absence request using IPPS-A. SM needs leave days to in-process finance.

2. The point of contact for this memorandum is [REDACTED].

Digitally signed by
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

RECEIVED
2024-01-17