

13 May 2019

MEMORANDUM FOR 130 SECURITY FORCES

FROM: UNIT/OFFICE SYMBOL

SUBJECT: Special Event on McLaughlin Air National Guard Base

(Special Event- Graduations, Promotions, Retirement, Birthday Parties, service specific events and community related functions)

1. Sponsor Information:

* Rank/Name (Last, First, MI)
* Organization
* Contact Number

1. Event Information:

* Type of Special Event
* Location of Event (See 130 SFS if the event is to be held in a Restricted Area)
* Date and Time of Event
* Attach a copy of the invitation of the event (if you have one)

1. Justification/Reason for the Special Event. A simple justification/reason on what the special event is, approximately how many people are expected.
2. Emergency Aid Provided by Sponsor: List any security the sponsor will provide for the event. How will personnel be controlled? Are you gonna provide a briefing to off limit areas or areas allowed on the installation? Do you provide general first aid (130 AW does not have a medical team/Ambulance on the installation)? Traffic Control?
3. Emergency Aid Requested by the Sponsor: What local first responders are being requested? This includes fire, law enforcement, and medical. Traffic Control? Parking aides (cones)? Anything that will assist the sponsor to help control the event.
4. If you have any questions please contact me at RANK NAME of contact person at DSN: XXX-XXXX; Comm: XXX-XXXX; or via e-mail: contact e-mail.

FIRST MI LAST NAME, Rank,

WVANG DUTY TITLE

\*\*\*NOTE: Once completed, send the signed and completed request to [usaf.wv.130-aw.list.sfs-visitors-center@mail.mil](mailto:usaf.wv.130-aw.list.sfs-visitors-center@mail.mil) for further processing. The event is not confirmed until an approval from an O-7 or above (DoDM 5200.08, Volume 3, para 3.5). 130 SFS will notify the sponsor of whether the event is approved or disapproved.

13 May 2019

1st Ind, WVANG ATAG-Air

I have reviewed the special event and all risk assessments associated with the special event. I APPROVE/DISAPPROVE the temporary waiver for para 3.2 of DODM 5200.08, Volume 3, *Access to DoD Installations*, on McLaughlin Air National Guard Base.

Christopher S. Walker, BG, WVANG

ATAG-Air, WVANG