

1 Dec 2018

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
* Date and Time of Event
* Copy of Invitation

1. Visitor Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Last, First, MI) | Date of Birth | Contact Number | Driver License # |
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(Please add more rows if needed)

1. JUSTIFICATION/REASON FOR THE EVENT. A simple justification/reason on why the individual requires access (ex. Visitor listed above are attending the retirement ceremony for whomever or Visitors listed above must meet me for an official appointment).
2. 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: please bring this form to Building 142/SFS or email to SMSgt Timothy Miller at [timothy.p.miller6mil@mail.mil](mailto:timothy.p.miller6mil@mail.mil) or MSgt Robert Coleman at [robert.a.coleman16.mil@mail.mil](mailto:robert.a.coleman16.mil@mail.mil)