



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-HRM

MEMORANDUM FOR Career Skills Program – Fort Wainwright, Alaska

SUBJECT: Housing Memo for _____

1. This is to confirm that I have made arrangements for housing during my CSP
2. I am scheduled to Attend:

Program Name: _____

Start and End Dates: _____

Address & Phone Number of Where I will be staying: _____

Arrival Date: _____

Departure Date from: _____

3. My Chain of Command can be reached at:

Unit Commander's Name: _____

Unit Commander's Phone Number: _____

Unit Commander's Email Address: _____

Unit Assigned: _____

4. I understand that I am responsible for all expenses relating to housing, food, transportation, travel arrangements etc.

Signature: _____ Date: _____

Printed Name: _____

My Personal Phone Number (cell): _____

Email Address: _____