Attachment 1 – 25 ID and USARHAW L2 SRP Walk In Request Memo

(Your Unit Office Symbol) _____ (Date request made) _____

MEMORANDUM FOR Senior Commander, 25th Infantry Division and US Army Hawaii, ATTN: G3, Schofield Barracks, Hawaii 96857-6000

SUBJECT: Request from (your unit) _____ for L2 SRP Walk-In Scheduling at 25 ID and USARHAW SRP Site

1. (your unit) _____ is requesting approval from the 25 ID and USARHAW G-3 to allow (number of Soldiers up to 20) _____ Soldiers to walk in to the L2 SRP event scheduled on (date of the event you want to get added to) _____.

2. (your unit) _____ is requesting this walk in because (state the reason or reasons why your unit could not schedule in advance per the SRP Utilization policy) _____
_____
_____

3. If approved, (your unit) _____ Commander is responsible for ensuring all L2 SRP administrative and medical preparation and routine requirements will be completed prior to arrival at the SRP site.

4. (your unit) _____ POC for this request is (rank, name, office phone, cell phone) _____

SIGNATURE
RANK
POSITION OF REQUESTING SOLDIER