DEPARTMENT OF THE ARMY
ORGANIZATIONAL LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM THRU Directorate of Emergency Services (DES), Pass and ID Section, U.S. Army Garrison (USAG) Humphreys, APO AP 96271

FOR Commander, USAG Humphreys, APO AP 96271

SUBJECT: Exception to Policy (ETP) for Increased Escort Authority (Date of event)

1. Request an ETP for increased escort authority for six (6) members of the Defense Threat Agency (DTA). The DTA Team is scheduled to conduct threat reduction training and unit inspections for (Unit) at Bldg xxxx, MP Hill. Access is required from 0900 - 1500 on (DDMMMYY) Personnel will access through the CPX Gate (Vehicle/Bus driver information is attached as enclosure 1).

2. The personnel listed below will be located at the access point to verify guest information and escort personnel to BLDG xxxx.

Full Name	Grade	SSN (Last 4)	Organization	Phone#	ACP
Mr. xxxx	GS-12	xxxx	xxxxxx	(xxx) xxx-xxxx	xx Gate
SFC xxxx	E7	xxxx	xxxxxx	(xxx) xxx-xxxx	xx Gate

3. The guest/visitor access roster is attached (Enclosure 1).

4. Point of contact for this memorandum is Mr. Full Name at DSN xxx-xxxx or email, xxx.xxxx@xxxx.mil.

Encl.
1. Guest/Visitor access roster

REQUESTING OFFICIAL
SIGNATURE BLOCK

OFFICE SYMBOL
SUBJECT: Exception to Policy for Escort Authority under HPCON B

Name	**Nationality**	**SSN/KIM Passport**	**Vehicle Model**	**Vehicle Plate #**	**Insurance Policy No.**	**Insurance Policy Expiration**
Yi, Kong	Korean	KID #	Sorento, 2010	24 NO 1123	1001037512	22 OCT 2020
Doe, John	USA	SSN #	N/A			
Mika, Miko	Japanese	Passport #	N/A			

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