REPLY TO ATTENTION OF:

**DEPARTMENT OF THE ARMY**

Organizational Letter Head

OFFICE SYMBOL DATE

MEMORANDUM THRU Directorate of Emergency Services, Access Control Office, USAG Humphreys, APO AP 96271

FOR Commander, USAG Humphreys, APO AP 96271

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

1. Request exception lo policy for increased escorl aulhority for six (6) members of the Defense Threat Agency (DTA). The DTA Team is schedualed to conduct threat reduction training and unit inspections for (Unit) at Bldg xxxx, MP Hill. Access is required 0900~1500 on xx May 10. Personnel will access through the CPX Gate (Vehicle/Bus driver information is attached as enclosure 1).
2. The personnel listed below (Organization/Event Sponsors) will be located at the access points to verify guest info1mation and escort personnel to Bldg xxxx, MP Hill.

Name Mr. xxxxxx SFCxxxxxx

Grade GS-12 E7

SSN

xxxx xxxx

Organization xxxxxx xxxxxx

Phone ACP xxx-xxxx CPX Gate xxx-xxxx CPX Gate

1. The guest/visitor access roster is provided as enclosure I.
2. Point of contact for this memorandum is Mr. xxxxx, Unit Security Officer, at xxx-xxxx; or email, xxxxx.xxxxx@xxxxx.mil.

Encl as REQUESTING OFFICIAL

SIGNATURE BLOCK

OFFICE SYMBOL

SUBJECT: Exception to Policy for Increased Escort Authority (enclosure 1)

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Nationality** | **SSN/KID****Passport** | **Vehicle Model** | **Vehicle Lie Plate#** | **Insurance Policy#** | **Insurance****Policy Expiration** |
| Yi, Kong | Korean | KID# | Sorento, 2010 | 24 NO 1123 | 1001037512 | 22 Oct 2011 |
| Kim, Mong | Korean | KID# | Sonata, 2002 | 54 MO 1234 | 155845211 | 01 Jan 2011 |
| Doe, John | USA | SSN# | n/a (Bus) |  |  |  |
| Doe, Jane | USA | SSN# | n/a (Bus) |  |  |  |
| Mikata, Miko | Japanese | Passport# | n/a (Bus) |  |  |  |
| Santos, Juan | Philipines | Passport# | n/a (Bus) |  |  |  |
| Name of Bus Driver | Korean | KID# | Hyundai Tour Bus | 64 MA 1234 | 123456789 | 22 Jul 2011 |
|  |  |  |  |  |  |  |
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