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 for Escort Authority under HPCON B

1. Request exception to policy for escort authority under HPCON B. Please write down specific purpose of escort.

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

Name Grade SSN Organization Phone ACP

Mr. xxx GS-12 xxxx xxx xxx-xxxx xx Gate

SFC xxx E7 xxxx xxx xxx-xxxx xx Gate

3. The guest/visitor access roster is provided as enclosure 1.

4. Point of contact for this memorandum is Mr. xxx at DSN xxx-xxxx or email, [xxx.xxxx@xx.mil](mailto:xxx.xxxx@xx.mil).

Encl as REQUESTING OFFICIAL

SIGNITURE BLOCK

OFFICE SYMBOL

SUBJECT: Exception to Policy for Escort Authority under HPCON B

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| --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |