**DEPARTMENT OF THE ARMY**

**UNIT LETTERHEAD**

Office Symbol Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point (W45NQJ), JBSA Fort Sam Houston, Texas 78234

SUBJECT: Letter of Lateness

1. Unit request approval of the following ammunition to support….

 (**enter justification with location of training and date**)

1. Document number W45NQJ-XXXX-XXXX (**TAMIS Doc #**) as a late request.

 Ammo DODIC Ammo Type Ammo Amount

 AB77 CTG, 5.56MM, BALL, M855A1 10,000

 HA12 RCKT, 2.75 IN, W/ WHD, HE, M151 48

 WF96 GM, SURF ATTACK, MAC, AGM-114N 6

1. **When did you unit schedule range in RFMSS? (for TNG)**

 **What Named Operation/Tasking number/OPORD/FRAGO/WARNO (for CBL/OPL)**

 **What is the Airframe and Tail number? (for OPL, CAD/PAD)**

1. **When did unit forecast ammunition in TAMIS? (for TNG)**

 **When did unit forecast CAD/PAD in TAMIS? (for OPL, CAD/PAD)**

1. The POC for this memo is SFC Hulka, Bill at 210-625-3687 or via email at bill.hulka.mil@army.mil .

TOM KAZANSKY

LTC, AV

Commanding