**DEPARTMENT OF THE ARMY**

**UNIT LETTERHEAD**

Office Symbol Date

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

SUBJECT: Request for Extension

1. HHB, US ARMY NORTH is requesting an extension on document number Doc # W45NQJ-XXXX-XXXX (**TAMIS Doc #**)
2. **Due to red range conditions during out filed training (justification on why document needs to be extended) ……to include new dates that doc needs to be extended to i.e. 2 Dec through 30 Dec 20XX**
3. 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