



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-MWR-WRC

24 July 2024

MEMORANDUM FOR: Community Activities Center (CAC) Director, CP Carroll, USAG Daegu

SUBJECT: CAC Facility Requests for Official Functions

1. I CPT. John Smith, 123rd AAA BN-S4 authorize the attending Soldiers to conduct the (type of training) at the Camp Carroll CAC on (Date/s) from (Time/s).
2. The purpose of the event is to (intended purpose of event).
 - a. What is the target audience (i.e., Soldiers, off post civilians, mixed group).
 - b. Activity planned (i.e. Lecture/classroom, hands-on, combination of both).
 - c. Duration of the activity; to include breaks between training sessions:
 - d. Number of participants for the event (the capacity limits are based on room capacity).
3. The point of contact is CPT John Smith at (Phone Number and Email)

John Smith
**CPT, S-4
USAG Daegu

** Examples of accepted requestors signature for official functions: Commander, XO, SGTMAJ, 1st SGT, Sections Officer/ NCOIC, platoon leaders or Civilian equivalent for each rank/grade.

You may email the form to: henry.ross27.naf@army.mil or return to the CAC or call: DSN 763-2294 or 0503-363-2294 (using cell phone).

SAMPLE MEMO FOR OFFICIAL FUNCTIONS

As of 24 July 2024