

Date

From: Rate/Rank/Name/Position/Command

To: Security Officer, Naval Support Activity, Naples, Italy

Via: Kennel Master, Naval Support Activity, Naples, Italy

Subj: MILITARY WORKING DOG (MWD) TEAM SUPPORT

Ref: (a) OPNAVINST 5585.2C

1. Per reference (a), request MWD Team support at the Venue Name/Address for Event Name, being held Event Date at Time. Request MWD Team to arrive 1-hour prior for the sweep of the restaurant and parking lot area. The point of contact will be Event POC Name who will assume custody of the event location once the MWD sweep is finished, local telephone number is: Cell phone number.
2. Point of contact is Rate/Rank Name and can be reached at Cell phone number or via email at NIPR Email. In case the primary point of contact cannot be reached, please contact Rate/Rank Name at Cell phone number.

//S//
NAME