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SAMPLE DESIGNATION OF SPONSORING OFFICIALS MEMORANDUM

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 20000
APO AE 09086

AEAPM

September 30, 2002

MEMORANDUM FOR 293rd BSB Installation Access Control Office

SUBJECT: Designation of Sponsoring Officials

1. The following individuals are designated as Sponsoring Officials for (name of organization).

a. Authorized to grant up to USAREUR-wide access. (*minimum LTC/CW5/GS-13/C-8*)

<u>FULL NAME</u> <u>ADDRESS</u>	<u>POSITION</u>	<u>RANK/GRADE</u>	<u>OFFICIAL EMAIL</u>
Jack Jones	Deputy Director	Colonel	jack.jones@hq.army.mil

b. Authorized to grant up to ASG-wide access. (*minimum MAJ/CW4/GS-12/C-7A*)

<u>FULL NAME</u> <u>ADDRESS</u>	<u>POSITION</u>	<u>RANK/GRADE</u>	<u>OFFICIAL EMAIL</u>
Karen Brown	Staff Officer	Major	karen.brown@hq.army.mil

c. Authorized to grant up to BSB-wide access. (*minimum SGM/CW3/CPT/GS-11/C-7*)

<u>FULL NAME</u> <u>ADDRESS</u>	<u>POSITION</u>	<u>RANK/GRADE</u>	<u>OFFICIAL EMAIL</u>
Michael Green michael.green@hq.army.mil	XO	Captain	

d. Authorized to grant access only for one installation. (*minimum SFC/CW2/GS-9/C-6A*)

<u>FULL NAME</u> <u>ADDRESS</u>	<u>POSITION</u>	<u>RANK/GRADE</u>	<u>OFFICIAL EMAIL</u>
Kelly Smythe	Admin Asst	GS-9	kelly.smythe@hq.army.mil

2. The point of contact for this information is Sally White, 555-3533 DSN, sally.white@hq.army.mil

(include name, telephone number, and email address).

John Johnson,
Colonel GS
Director