



**DEPARTMENT OF THE ARMY**

STUDENT'S UNIT

UNIT ADDRESS

FORT WAINWRIGHT, ALASKA 99703

(Office Symbol)

DD Month YYYY

MEMORANDUM FOR Commandant, Northern Warfare Training Center, Fort Wainwright, Alaska 99703

SUBJECT: Weapons Request Approval

1. The following Soldiers from (*UNIT*) are requesting to draw weapons from Northern Warfare Training Center for attendance of (*COURSE NAME/NUMBER AND DATES*).

Rank

Name

Last Four SSN

2. Justification: Describe reason unit cannot issue Soldier weapon

3. Point of contact for this memorandum is (Name and phone number of S3 NCOIC).

(Commander/Battalion S3 Signature Block)