

CENWP-SL

DATE

MEMORANDUM FOR THE SECURITY AND LAW AND ENFORCEMENT, PORTLAND
DISTRICT

SUBJECT: Request Key/keycard

1. Request the Security and Law Enforcement Office issue a Key/Keycard to:

NAME

OFFICE SYMBOL

PHONE #

2. Area and times in which access is needed.

3. Justification for access to requested area.

4. Point of Contact.

EDMUND C. SPENCER
Chief, Security and Law
Enforcement