POC’s OFFICE SYMBOL insert a date field here

MEMORANDUM FOR RECORD

SUBJECT: Request for Exception to Policy (ETP) to conduct (name of event) at Camp Zama Community Club (CZCC)

1. Reference U.S. Army Japan General Order Number 1, 16 April 2021.

2. I have reviewed and approve the request for (name of your Office/Group) to conduct (event name) at CZCC with a group larger than 10 individuals based on the following criteria:

 a. (name of your Office/Group) leadership will ensure that social distancing and hygiene measures will be strictly enforced during the entire event, and masks and hand sanitizer will be utilized to the maximum extent possible.

 b. Up to four (4) attendees will be assigned at each table, and all tables will be spaced a minimum of 6 feet apart from all angles.

 c. A guest log will be maintained for all individuals participating in the event to support contact tracing if necessary.

 d. Event details:

|  |  |
| --- | --- |
| Date and time | 8 July 2021, 1130-1300  |
| Number of attendees | Max. 100 |
| Location | Ball room, CZCC |

3. The point of contact for this ETP is name and title, Directorate/Office at 315-263-XXXX, email: YYYYYY.YYYYYY.civ@mail.mil.

Encl Signature block of

Seating plan GS-14 Direcor or Garrison Commander