

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU (NORMAL COMMAND CHANNELS)

FOR JFHQ-ME, ATTN: DCSIM-Frequency Manager, 23 Blue Star Avenue, Camp Chamberlain, Augusta, Maine 04330

SUBJECT: Frequency, COMSEC, and Training Requests

1. The unit's training event (Who, What, When, Where, Why).
2. Requests inside of the State of Maine - fill in the amount of frequencies needed in the area provided below:

_____ Single Channel SINCGARS Frequency(s)
_____ Frequency Hopping net(s) for SINCGARS
_____ Handheld/Portable Frequency(s) (VHF/UHF Radios)
_____ High Frequency(s) (HF Radios)
_____ COMSEC for Radio Frequency Hopping (Enter a YES or NO)
_____ COMSEC for BFT/JCR/JBCP (Enter a YES or NO)
_____ Other: _____

3. Requests outside of the State of Maine/Country - fill in the amount of frequencies needed in the area provided below:

_____ Single Channel SINCGARS Frequency(s)
_____ Frequency Hopping net(s) for SINCGARS
_____ Handheld/Portable Frequency(s) (VHF/UHF Radios)
_____ High Frequency(s) (HF Radios)
_____ COMSEC for Frequency Hopping (Enter a YES or NO)

_____ COMSEC for BFT/JCR/JBCP (Enter a YES or NO)

_____ Other: _____

4. Training Requests: Identify the type of equipment the requesting unit would like to train on and the date and time in which the unit wants the training to take place. This is also a good area to add any other important information not addressed earlier or special requests.

5. Point of contact for any questions concerning the change explained above is NAME, TELEPHONE NUMBER.

Commander's Signature Block