

**Department of Energy**

Office of Science

Washington, DC20585

Office of Science

 DATE

MEMORANDUM FOR (NAME GTN OR FORS), FACILITY SECURITY MANAGER

 OFFICE OF PHYSICAL PROTECTION

 OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: NAME OF HOST

 POSITION OF HOST

 NAME OF ELEMENT

SUBJECT: Visitor Access to *Forrestal/Germantown* Building

The purpose of this letter is to formally request that on *(day, date)*, the U.S. Citizen(s) below is/are scheduled to access the *DOE Forrestal/ Germantown Building* for *(purpose / need for being in building)*. The meeting is scheduled to begin at *(time only)***,** and will be held in *(room # and location)*. The following individual(s) are scheduled to attend:

 **List names**

 *(Name of POC)* will act as the point-of-contact and is available on *(contact number).*

cc:

T. Earl

G. Sloan

D. Dorsey

N. Day