

Date:

From: Commanding Officer,
To: NBC MWR Reservations

SUBJ: ENDORSEMENT TO HOLD A COMMAND FUNCTION AT A NBC MWR FACILITY

Encl: (1) NBC MWR Reservation Form

1. This is to certify that the following is a Command sponsored function:
 - a. Command/Dept/Div:
 - b. Event:
 - c. Date:
 - d. Time (start/finish):
 - e. Location:
 - f. # of personnel attending:
 - g. POC (E-7 or above name and contact info):

2. My poc is authorized to complete enclosure (1) for this Command.

Signature of E-7 or above

For NI & NAB requests, please return this completed form to:
nbccomrrec@gmail.com

Revised 01 APR 2017