

Office symbol

XX September 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Alternate Worksite Approval for **Event** on **Day Month year**

1. Alternate worksite for **Who (unit/AGR's/technicians/etc.)** is approved to attend the **event** held at **location**, Hawaii on **day month year** hosted by the **unit/office/group/etc.**
2. The purpose of the change in worksite is to obtain beneficial training used to develop, train, and empower commanders, leaders, mentors, and key staff members. **Other purposes.**
3. Point of contact is the **position, name**, at **office phone, or email.**

Encl
Course Agenda

ARTHUR J. LOGAN
Major General, HING
Adjutant General

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COURSE AGENDA

Course		
Dates/Times		
Location		
0800-0900	Welcome/Adminstrative Announcments	Briefer 1
0900-1000	Opening	Briefer 2
1000-1100	Breifing 1	Briefer 3
1100-1200	Breifing 2	Briefer 4
1200-1300	Lunch	
1300-1400	Briefing 3	Briefer 5
1400-1500	Briefing 4	Briefer 6
1500-1600	Briefing 5	Briefer 7
1600-1700	Briefing 6	Briefer 8