

DEPARTMENT OF THE ARMY
417th BASE SUPPORT BATTALION
INSTALLATION COORDINATOR-KITZINGEN
LARSON BARRACKS
APO AE 09225

AETV-WG-WVG

Date

MEMORANDUM FOR RECORD

SUBJECT: **YARD SALE**

1. The Installation Coordinator-Kitzingen authorized the following Yard Sale at the following location and by the following tenant/s:

Location: (specified bldg #, and Apt #, front or back of building)

Date and time of event:

Sponsor's Rank and Name:

Sponsor's home and unit phone number:

Justification:

2. The requestor will be responsible for ensuring that the area being used is completely policed and cleaned after the event. Any trash or violation found by the IC-K will constitute to an immediate disapproval of any future yard sales by the requestor. Requestor will take down posted flyers 24 hours after event.
3. POC for this memo is the undersigned at 355-2400/2420.

IC-KITZINGEN
APPROVING
AUTHORITY