

TAB B TO Enclosure 3 (SAMPLE REQUEST FOR PERMISSION TO JUMP ON FORT BENNING) TO USAIC MOI, SUBJECT: Requests for Permissive Jump Status or Permission to Jump on Fort Benning

[LETTERHEAD]

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR Director, Operations and Training, Fort Benning, GA 31905

SUBJECT: Request for Permission to Jump on Fort Benning (SGT Cateme, E.D., 3d Brigade, 82d DIV (ABN))

1. State all relevant personnel information (SNL, etc.).
2. State the activity/reason for the Soldier's presence at Fort Benning (e.g., BNCOC). List the arrival and departure dates.
3. State the reason for the request (e.g., must maintain proficiency while attending BNCOC).
4. Provide POC information with DSN phone numbers.
5. Be sure to reference all enclosures/attachments. If currently on jump orders, include them. If currently on permissive status, include DA Form 4187 signed by unit commander with an endorsement by the first General Officer in the Soldier's chain-of-command.

[SIGNATURE BLOCK  
OF INITIATOR]

[You must include all other endorsements and letters with the initial memorandum. If the Company Commander initiates the action on behalf of a soldier, endorsements/letters would also be required from the Battalion and Brigade Commanders.]