

TO: GUARD FORCE SUPERVISOR

SUBJECT: **ADMITTANCE TO DEPARTMENT OF COMMERCE FACILITIES
DURING SECURITY HOURS**

It is requested that the following employee(s) of OR visitor(s) to:

be permitted to enter and leave the space occupied by the Department of Commerce during security hours on the date(s) indicated. The named individuals will require access to:

Room(s): _____

for the purpose of: _____

and will be escorted by: _____

(Name of DOC employee)

Phone _____

Room _____

NAME	DATE(S)	TIME(S)
APPROVED BY <i>(Unit Security Officer)</i>	DATE	
BUILDING SECURITY MANAGER <i>(Necessary in Herbert C. Hoover Building only)</i>	DATE	