

(NFE Name)
(Address)

(Date: xx/xx/20xx)

Directorate of Family and Morale, Welfare and Recreation
ATTN: Calvin Foster Jr.
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SUBJECT: Non-Federal Entities Meeting Locations

1. **(Non-Federal Entity Name)** conducts all meetings outside Fort Moore.
2. POC for this activity is: **(first, last name, phone number, and e-mail address)**

Print name (sign above)
Position in NFE