



Headquarters Montana Wing
Civil Air Patrol
United State Air Force Auxiliary
P.O. Box 1887
Great Falls MT 59403-1887



07 Jan 2018

MEMORANDUM FOR RECORD

FROM: MTWG/CC

SUBJECT: FORT HARRISON FACILITY RESERVATIONS

Fort Harrison has notified MTWG that any and all requests to use Fort Harrison facilities are required to be formally written up and hand delivered to them for review and reserve facilities for CAP use. MTWG has appointed FO Christopher Meier as the designated representative to be the point of contact for any facility requests for Fort Harrison. Effective immediately, all requests will be sent to FO Christopher Meier by email (christopher.meier@mtwg.cap.gov) with Capt Kim Carlson (kcarlson@cap.gov) in cc on the email.

All requests must (unless otherwise approved by Col Edwards):

- Be requested, at least, 45 days in advance if the dates requested for the event.
 - This meets the minimum required time to notify Fort Harrison of an event and,
 - Provides FO Meier enough time to hand deliver the written request to Fort Harrison.
- Include:
 - Event/Activity to be held,
 - Facility or facilities wanting to be utilized,
 - Date(s) of the event,
 - Point of Contact for the actual event,
 - Any other pertinent information needed for Fort Harrison.
- Not extend beyond 90 days of the dates requested

//SIGNED//

Mitchell W. Edwards, Col, CAP
Montana Wing Commander