



DEPARTMENT OF THE ARMY
 U. S. ARMY QUARTERMASTER SCHOOL
 Joint Culinary Center of Excellence
 1630 Byrd Avenue Building 4200
 FORT LEE, VIRGINIA 23801-1601

REPLY TO
 ATTENTION OF

OFFICE SYMBOL

XX MARCH XXXX

Example

MEMORANDUM FOR XXX

SUBJECT: Request for Staff Assistance Visit

1. Purpose: **(state the nature of the request)** Staff Assistance Visits (SAVs) are tailored to respond to particular problem areas, as identified by a command or installation that are beyond local capabilities to resolve. During coordination for the SAV, installation food service leaders identify and communicate the specific problem areas that will be addressed during the SAV to the Army Center of Excellence Subsistence, Management Assistance Division, or Reserve Component division chief.
2. Units must request funding through the unit chain of command for the personnel conducting the SAV. Forward the funding information to the Director, Army Center of Excellence, Subsistence (ATSM-CES), Fort Lee, VA 23801-1620.
http://www.quartermaster.army.mil/jccoe/Operations_Directorate/Operations_Directorate_main.html
3. Provide the Chief, Management Assistance Division with the name, rank, and telephone number of the designated individual who will be the point of contact from the requesting installation [DA PAM 30-22, 3-67.a(1)].

NAME OF PERSON REQUESTING
 RANK, XXX
 Title of Person Requesting