

Date:

From:

To: Chief Staff Officer, Fleet Activities Sasebo
Via: (1) Public Affairs Officer, Fleet Activities Sasebo
(2) Staff Judge Advocate, Fleet Activities Sasebo

Subj: REQUEST TO DISPLAY PROMOTIONAL MATERIALS ON BOARD
COMMANDER, FLEET ACTIVITIES SASEBO

1. Respectfully request permission to publicly display promotional material, e.g. banners, flags, posters, flyers, etc. on board Commander, Fleet Activities Sasebo.

a. Full Name of requestor:

b. Rank/Rate/CIV Status:

c. Organization:

d. Phone Number:

e. Email:

f. Location of display:

g. Reason for display:

h. Dates requested for display (up to 60 days):

i. Example of promotional material to be displayed:

(Requestor's Signature)

Endorsements: PAO _____ SJA _____

Chief Staff Officer

Approved: _____ Not Approved: _____

*****SUBMIT COMPLETED FORM TO cfaspao@us.navy.mil*****