Date: 7/9/2018

From:

To: James Bachmeier, Training Coordinator, Naval Facilities (NAVFAC) Engineering and Expeditionary Warfare Center (EXWC), Physical Security Technology Division (CI8), Naval Base Ventura County (NBVC), CA.

**Subject: NEED FOR FF-L-2740 LOCK TRAINING**

1. The is/will be conducting work for that requires training on the installation and operation of FF-L-2740 locks.

2. The sponsoring command through this letter acknowledges full responsibility for vetting the company and their employees to include providing CAC access and certifying their need to attend this training.

3. The following personnel need to attend the upcoming training (list location) and understand that if the class is full they will be placed on a waiting list and/or can be enrolled in a future class.

Training Location: Port Hueneme, CA

STUDENT INFORMATION

Name:

Title:

Phone:

Email:

Location:

4. The student(s) will register via the registration form located at <http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock/Training/LockProgramTraining.html> and submit registration form to [W\_NAVFAC\_DOD\_Lock\_Program\_TC@navy.mil](mailto:W_NAVFAC_DOD_Lock_Program_TC@navy.mil?subject=DoD%20Lock%20Program%20Sponsorship%20Letter).

5. The understands they are responsible for all travel arrangements and tuition cost for this training. They further understand that the government is not responsible for any of the ensuing cost associated with this training (i.e. flights, hotel, car rental, meals, or cost to change travel).

6. If you have any questions you may contact the at phone number COMM: , DSN: , or email

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(Name)

(Title)