State of Wyoming Military Department
5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

DATE

MEMORANDUM FOR Colonel Bret A. Trippel, HR Officer, WYMD SUBJECT: Team Building Event

(Must be requested 30 days in advance and location of the event must be in the local commuting area and 9 hours is authorized every FY.)

1. WORK CENTER is requesting to conduct a Team Building event on DATE. The office will be closed from TIME TO TIME so that all employees can attend the event.

2. The location of the event will be at the (Location name), in (City). During the event the following actitives will occur: _____.

3. Wear of civilian or PT clothing will be necessary for this event. ☐ Yes ☐ No

   Justification:

4. This event will encompass some form of physical activity. ☐ Yes ☐ No

   Physical activity: (LIST/DESCRIBE ACTIVITY Golf, Bowling, Volleyball, Horse Shoes, etc.)

SUPERVISOR, RANK TITLE

DIRECTORATE/GROUP COMMANDER,
RANK TITLE

BRET A. TRIPPEL, Colonel, WYMD
HR Officer

Send to:
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