

Recce Town,

Please use the below Official Function ETP Template in order to request approval from 9 RW/CC for events in our COVID environment:

BLUF: What are you requesting? e.g Request approval for ETP (> 10 people in a room) on Friday (12 Feb) from 1500-1600 at Independence Hall (base movie theater) for Commander's Call.

WHAT: Event

WHERE: Location, where will this event take place?

WHO: Name of Unit/Committee/Council

- Number of Guests: (Detailed breakdown, seating/separation/family vs. individuals, etc)

WHEN: Date and Time

WHY:

- Risk vs. Value Assessment: Use this section for a detailed explanation as to why the event needs to take place under current Health Conditions.

Risk: What is the risk of having this event, where are the crunch or touch points? Things that need to have mitigation efforts.

Mitigation: What are you doing to mitigate infection/spread?

Background: Any additional information

Please email all ETPs to 9 RW/CCE. Beale COVID Guidance can also be found by visiting:

<https://www.beale.af.mil/Home/COVID-19-UPDATES/>