



DEPARTMENT OF THE ARMY
229th MILITARY INTELLIGENCE BATTALION
CAMP VICTORY
APO AE 09342

REPLY TO
ATTENTION OF:

<OFFICE SYMBOL> (of Sender)

July 19, 2023

MEMORANDUM FOR <Office demanding submission>

SUBJECT: Letter of Lateness

1. This letter is submitted to explain why our request for support was late.
2. As you know, our request for access was received by the action office on 10 Feb even though we required service beginning 12 Feb. We are aware that the action office requires 30 days lead time to process these requests. There were several circumstances that contributed to the lateness but ultimately, the problem was our internal procedures. The request was originally submitted using JIST on 4 Jan 14. There was a delay in getting it through the approval chain due to leaves and it did not arrive at the validator's office until 14 Jan 14. Due to problems with JIST supporting XDR requirements, the details of our request was not clear and the application was rejected and sent back to our organization. We were unaware it was rejected until we followed up 7 days before the exercise started to make sure an authorization had been posted. At that time we revised our application and resubmitted and followed through with telephone calls through every step of the approval chain. Even so, due to the length of time required to travel the approval chain, coupled with the limited availability of approval staff, our request didn't arrive until two days before the requested start date. We realize that this late submittal causes problems for the action agency and we regret any inconvenience it may have caused.
3. We have revised our procedures to prevent this from happening again. In the future we will coordinate with the action office to determine what their requirements are before writing the request to ensure we submit a clearly understandable document. And we will follow up on all requests on a weekly basis. We appreciate the assistance of the validator and the action office and look forward to a successful exercise.

4. If further explanation is required, I can be contacted at
DSN (315) 456-XXXX.

JOHN A. ARMY
<RANK>, <ORG>
<Position>