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## MEMORANDUM THRU

**FOR** 

SUBJECT: Maxiflex request letter

- 1. Request that the undersigned by authorized Maxiflex schedule
- 2. Justification:
- 3. Contact Information:
  - a. Name:
  - b. DSN:
  - c. Comm:
  - d. Email:
- 4. I acknowledge that the Maxiflex schedule is only valid for one year and needs to be renewed annually at the start of each calendar year (JAN).