*PLEASE cut and paste the below template onto your units letterhead and have the Commander sign.*

MEMORANDUM FOR DFMWR (IMMC-MWN/Unit Funds), 1668 So J St, Fort McCoy, WI 54656-5266

SUBJECT: Additional Duty Appointment - **Unit Fund Custodian**

1. Effective \_ insert date , the following individuals are appointed the subject duty for \_\_\_\_\_\_\_\_\_\_\_\_insert unit name\_\_\_\_\_\_\_\_\_\_.

Primary: Individual’s name\_\_\_\_\_\_\_\_\_\_\_

Assistant: Individual’s name\_\_\_\_\_\_\_\_\_\_

2. Authority: AR 215-1, chapter 6 (dated Sep 2010).

3. Purpose: To account and manage unit allocated non-appropriated fund support monies.

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Follow the procedures in AR 215-1.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CF: Commander’s Signature

Unit File Signature Block