OFFICE SYMBOL (1v1) DD MMM YYYY

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

SUBJECT: Additional Duty Appointment – Unit Fund Custodian

1. Effective DD MMM YYYY, the following individuals are appointed the subject duty for Unit’s Name.

a. Primary: Primary Name

b. Alternate: Alternate Name

2. Authority: Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, Chapter 6 (dated Sep 2010).

3. Purpose: To account and manage unit allocated nonappropriated 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 NAME

Unit File Signature Block

Primary Name

Alternate Name