Date

MEMORANDUM FOR 733 CES/CEOE

FROM:

SUBJECT: Facility Manager Appointment Letter

1. Per AFI 32-1001, *Operations Management*; the following individuals from the (Unit) are assigned as Facility Manager(s) for facilities: (List bldg. #s)

2.

Name (First, MI, Last)/Pay Grade Unit/Office Symbol

Primary:

Email Address: @mail.mil

Duty Phone: COMM: xxx-xxx-xxxx

Alternate Contact #: xxx-xxx-xxxx

Date of Facility Manager Training:

Name (First, MI, Last)/Pay Grade Unit/Office Symbol

Alternate:

Email Address: @mail.mil

Duty Phone: xxx-xxx-xxxx

Alternate Contact #: xxx-xxx-xxxx

Date of Facility Manager Training:

Building POC:

Email Address: @mail.mil

Duty Phone: xxx-xxx-xxxx

Alternate Contact #: xxx-xxx-xxxx

Date of Facility Manager Training:

3. It is the responsibility of the Unit Commander to provide a replacement once within 60 days of their Assignment expiration date and submit an updated appointment letter 30 days prior to assignment as Facility Manager.

4. This letter supersedes all previous letters, same subject.

Commander Signature

Unit

cc: