MEMORANDUM FOR

FROM:

SUBJECT:

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: xxx-xxx-xxxx

Alternate Contact #: xxx-xxx-xxxx (After Hours #; i.e. Home or Cell #)

Date of Facility Manager Training: (leave blank if appointee hasn’t attended 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 – (After Hours #; i.e. Home or Cell #)

Date of Facility Manager Training: (leave blank if appointee hasn’t attended training)

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

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

Commander Signature

Unit

cc: