

OFFICE SYMBOL DATE

MEMORANDUM FOR RECORD

SUBJECT: Appointment Orders-Command Family Readiness Representative

1. Effective Date, (Name), is appointed as the Command Family Readiness Representative (CFRR) for (UNIT).
2. Period: Until officially relieved or released from appointment.
3. Special Instructions: Appointee will attend CFRR Training.
4. The POC is CPT Warrior at (Phone Number).

IM A. WINNER
CPT, CM
Commanding