



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD  
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA  
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

Unit's Letterhead

EXAMPLE

Unit's Office Symbol

Date

MEMORANDUM FOR Directorate of Public Works, Operations and Maintenance  
Division, Customer Service, Bldg. 2044, JBLM, WA 98433

SUBJECT: Appointment/Additional Duty Assignment

1. Effective (*day month year*) the following are appointed as Repair and Utilities (R&U) representative(s) for (*Bde, Bn, Co, etc*) in bldg(s): *bldg#*

Name: Rank, Last, First MI (*Maximum of three*)  
Name: Rank, Last, First MI  
Name: Rank, Last, First MI

2. AUTHORITY: FL Reg 420-10

3. PURPOSE: This memorandum authorizes the R&U representative to call the Service Order desk for minor maintenance and repair of real property.

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

5. SPECIAL INSTRUCTIONS: Appointed individuals will comply with the above regulation, policies and any other instructions issued by the unit or higher headquarters.

6. This memorandum supersedes all others.

7. The point of contact for this memorandum is (*rank, name, telephone#*)

Commander's  
Signature Block

Note: This memo does not authorize the R&U to pick-up supplies and material from the DPW warehouse. A separate memo is required. See personnel at bldg. 2063 for assistance.