

ON OFFICIAL LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Organizational Point of Contact (OPOC) for: 4th Engineer Battalion, 36th Engineer Brigade

1. Authority to serve as the UNIT/ORGANIZATION OPOC, located at ADDRESS. Access to the Volunteer Management Information System (VMIS) volunteer service records and activity is restricted to the following personnel:

a. RANK and/or FULL NAME, Battalion CFRR (OR TITLE)

2. Purpose: To provide full access to the VMIS system in order to help volunteers register, to certify volunteer service hours, and to accept volunteer applications for service. OPOC account for the acceptance of volunteer applications, the certification of hours, and overall troubleshooting to aid volunteers in tracking service and to ensure profiles remain up to date.

3. Period: Until rescinded or a replacement is appointed.

4. Special Instructions: Register for VMIS/OPOC training offered throughout the year on the last Wednesday of each month or attend the volunteer portion of the Command Family Readiness Representative (CFRR) Academy.

5. The point of contact for this memorandum is RANK & FULL NAME at 719-XXX-XXXX or EMAIL ADDRESS

SIGNATURE BLOCK