OFFICE SYMBOL DATE

MEMORANDUM FOR RECORD

SUBJECT: Soldier and Family Readiness Group (SFRG) Fund Custodian Appointment Orders

1. Purpose: To confirm the appointment of the following individual as the SFRG Fund Custodian of UNIT NAME.

Name Unit

NAME UNIT

2. To authorize the following individual(s) to establish a bank account at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (financial institution) for the purpose of managing a SFRG informal fund account.

Name Unit

NAME UNIT

3. The following individual(s) are authorized as signer(s) for the above named bank account:

Name Unit

NAME UNIT

4. The following individual(s) are to be removed from the above named bank account:

Name Unit

NAME UNIT

5. Duties as the UNIT SFRG Fund Custodian must be carried out in accordance with AR 608-1 (Army Community Service Center) Appendix J (Army Family Readiness Group Operations), the Joint Ethics Regulation, within your job description, and the SFRG SOP.

6. Authority: VOCO

7. Period: Until unit change of command or rescinded

8. This memorandum cancels all previous appointments for this position.

9. Please accept my sincerest appreciation for volunteering for this vital position, a most important duty for our SFRG and the future success of this company.

10. Point of contact for this memorandum is the undersigned at COM: (719) XXX-XXXX or XXXX.XXXXXX@army.mil.

 Commander signature block