OFFICE SYMBOL DATE

MEMORANDUM FOR RECORD

SUBJECT: Appointment Orders-Family Readiness Liaison

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

IM A. WINNER

CPT, CM

Commanding