



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA
(appropriate letterhead)

DATE

MEMORANDUM FOR 673 FSS/FSG

FROM: 673 FSS/CC (EXAMPLE)

SUBJECT: Unit Volunteer Manager Appointment Letter

References: (a) IAW DODI 1100.21, Volunteer Services in the Department of Defense
(b) AFI 36-3009, Airman & Family Readiness Centers; AR 608-1
(c) Army Community Services
(d) JBER Commander's Guidance on Volunteer

1. The following individuals have been appointed as Unit Volunteer Manager(s):

PRIMARY/ ALTERNATE	NAME	GRADE	DUTY PHONE	OFFICIAL E-MAIL	DEROS
PRIMARY					
ALTERNATE					

2. Point of contact for this action is NAME; PHONE or EXAMPLE@us.af.mil.

3. This letter supersedes all previous letters, same subject.

INCERT CINCERT COMANDERS NAME & RANK, USAF
Commander
(or Director, Board President or organization lead)