



**DEPARTMENT OF THE ARMY**  
**ORGANIZATIONAL NAME/TITLE**  
**CITY STATE 12345-1234**

OFFICE SYMBOL (25-1i)

(date)

MEMORANDUM FOR Records Management Directorate, 9301 Chapek Rd. Bldg 1458  
Fort Belvoir, VA 22060-5605

SUBJECT: Duty Appointment for Records Coordinators

1. References:

- a. Army Regulation (AR) 25-400-2 (The Army Records Information Management System (ARIMS))
- b. Department of the Army DA (Pamphlet) 25-403 (Guide to Recordkeeping in the Army)

2. This memorandum supersedes all previous appointments of records management officials at this agency or command.

3. The following individual is appointed as the primary (**Records Administrator, Manager or Coordinator** (select the proper role)), responsible for executing duties pursuant to references 1a and 1b:

**First and last name**

**Office phone number:**

**Office email address:**

**Directorate, Office, Section:**

Agency/Command SES or equivalent responsible for records management: HQ  
IMCOM G1, Ms Sylana Tramble (SES)

4. If applicable, the following individual is appointed as the Alternate (Records Administrator, Manager or Coordinator (select the proper role)), responsible for executing duties pursuant to references 1a and 1b when the primary officer is unavailable:

**First and last name:**

**Office phone number:**

**Office email address:**

5. These roles and responsibilities may not be further delegated, and appointments remain in effect until rescinded or modified by command authority.

6. Direct any questions for this action to me at (phone number) or (email).

**[Signature Block of Commander/GS-15]**  
**(Director can also sign)**