



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND
308 OLD IRONSIDES AVE STE 224
FORT KNOX, KENTUCKY 40121-5719

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM FOR FORT KNOX FIRE CHIEF

SUBJECT: Additional Duty Appointment for Fire Marshal

1. Effective (date), (name), (NO SSN#), (organization) is assigned the Primary/Alternate Fire Marshal for Bldg/s.
2. Authority. IAW AR 420-1.
3. Purpose. To perform duties and assume responsibilities of Fire Marshal.
4. Period. (one year from date, indefinite, etc)
5. Special Instructions. (supersedes all previous appointments, must attend a 4-hour Fire Marshal Class, etc)

Signature Block

CF: