



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

DD MMM YYYY

MEMORANDUM FOR FORT KNOX FIRE CHIEF
469 Spearhead Division Avenue, Fort Knox, KY 40121

SUBJECT: Additional Duty Appointment for Fire Marshal

1. Effective **DD MMM YYYY**, the personnel listed below are appointed the Primary/Alternate Fire Marshal for building(s) **0000**.
 - a. Primary: **First, Last Name; Business phone number; Business email**
 - b. Alternate: **First, Last Name; Business phone number; Business email**
2. Authority. In accordance with Army Regulation 420-1.
3. Purpose: To perform the duties and assume the responsibilities as Fire Marshal.
4. Period: Until officially relieved or released from appointment.
5. Special Instructions: This supersedes all previous appointments for Primary/Alternate Fire Marshal(s) for **organization**.

AUTHORITY LINE:

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2 Encls

1. Primary/Alternate Fire Marshal
2. Fire Department, Prevention Office

NAME

Rank

Title