



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
JOINT BASE GARRISON  
BOX 339500, MAIL STOP 17  
JOINT BASE LEWIS MCCHORD WA 98433-9500

IMLM-XXX

MEMORANDUM FOR RECORD

SUBJECT: Building Energy Monitor Appointment Order

1. EFFECTIVE: \_\_\_\_\_, the following individual is appointed as the Building Energy Monitor (BEM) for Directorate: \_\_\_\_\_ Division: \_\_\_\_\_ Building #: \_\_\_\_\_.

- a. Name:
- b. Email Address:
- c. Phone Number:

2. PURPOSE: To implement requirements outlined in FL Regulation 11-1 and the Energy Standard Operating Procedure (SOP).

3. PERIOD: Until officially relieved or released from appointment or assignment.

Commander's name

Rank

Commanding