



DEPARTMENT OF THE ARMY

ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

DD-Month-YYYY

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective immediately, SSG Jane Q. Doe, XXX-XX-0000 is assigned the following additional duty:

HHC, USAG-RP Equal Opportunity Leader (Primary)

2. Authority: AR 600-20, Chapter 6, Army Command Policy.

3. Purpose: to perform duties as HHC, USAG-RP Equal Opportunity Leader.

4. Period: Until official relieved or released from appointment or assignment.

5. Special Instructions: None.

FIRST MI. LAST  
RANK, BRANCH  
Commanding

DISTRIBUTION:

1-Individual Concerned

1-Commander, USAG-RP

1-Commander, HHC USAG-RP

1-Command Publications Folder, X-Drive