

# Sample

05 January 1900

MEMORANDUM FOR UNIT FIRE SAFETY MARSHALL

SUBJECT: Duty Appointment for Unit Fire Safety Marshal for Building 0-0000

1. References:
  - a. Army Regulation 420-1, Fire and Emergency Services
  - b. North Carolina GS 20-162 (a) and (b)
2. In accordance with references (a) and (b) above, the following individual(s) is appointed as Unit Safety Fire Marshal.

Thomas Smith; Primary  
James Jones, Alternate

3. This memorandum supersedes all previous appointment orders.
4. Period: Until officially relieved or released from appointment.

James Abcdef  
Manager/Supervisor  
Fort Bragg

DISTRIBUTION:

- 1 – Individual
- 1 – Unit Fire Safety Marshall Manual
- 1 – Supervisor

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