



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL
HEADQUARTERS, 428TH FIELD ARTILLERY BRIGADE
6624 NW GERONIMO ROAD
FORT SILL, OKLAHOMA 73503-9000

Date

MEMORANDUM FOR _____

SUBJECT: Appointment of Family Readiness Group XXXXXXXXX

1. This is to confirm your appointment as Family Readiness Group (FRG) Advisor of _____ Field Artillery FRG for a period of one year, beginning _____.
2. Your activities as FRG Advisor must be in accordance with AR 608-1; appendix J, USAFACFS 608-2 and the Joint Ethics Regulation. Your Point of Contact on my staff is _____.
3. Please accept my sincere thanks for volunteering for this position, a most important duty for your Family Readiness Group.

LTC, FA
Commanding