

DEPARTMENT OF THE ARMY

Unit Header

XXXX-XX

DATE:

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Appointment

1. Effective (Enter Date), the below personnel are assigned the following additional duty as the Unit Movement Officer, (UMO).
  - a. Unit: \_\_\_\_\_
  - b. UIC: \_\_\_\_\_
  - c. DODDAC: \_\_\_\_\_
  - d. Primary UMO(E6 and above): \_\_\_\_\_
  - e. Alternate UMO (E5 and above): \_\_\_\_\_
  - f. Unit Phone Number and Alt Number(Cell): \_\_\_\_\_
2. Authority: FORSCOM Regulation 55-1 (1 March 2000), Para 2-12, page 11.
3. Purpose: To perform duties as specified in the above authority as the Unit Movement Officer.
4. Period: Until officially relieved or released from duty.
5. Special Instructions:
  - a. UMO must be UMO and TCAIMS II certified prior to assumption.
  - b. UMO will **not** have an Additional Duty as Hazmat NCO/OIC
  - c. UMO appointed will be familiar with references and timelines for this duty appointment.
  - d. UMO are required to update their Organizational Equipment List, (OEL) annually between May and July.
  - e. OEL will also be updated when there are major end item changes, such as adding or removing item from the Unit Property Book.

Commander Signature Block

Questions may be directed to: Unit Movement Section, Bldg W-1335, Hurst Road, Pope AFB 28308. Phone number: 396-9502/5510/3313. Fax: 396-7094.

This Memorandum dtd 24 July 2008 supersedes all previous Memorandums.