

Date  
Code/Ser

From: Command (Name)  
To: Building Manager Coordinator, Public Works Department, NAS Pensacola

Subj: BUILDING AND ENERGY MANAGER (B&EM) LETTER OF  
DESIGNATION/REMOVAL

Ref: (a) FMD Building Manager Handbook dtd June 2010  
(b) CNRSEINST 4101.1

1. This letter of designation appoints (nominee name) as the Main Primary or Alternate Building and Energy Manager for (Tenant Activity name and building number(s)) effective immediately. Contact information for (nominee name), is phone xxx-xxxx ext. xxxx, E-mail: [xxxxxxx@navy.mil](mailto:xxxxxxx@navy.mil). This letter serves as official authorization for (nominee name) to be placed on the Authorized Call List as the command's point of contact for all facility and infrastructure issues.

2. By appointment please designate (nominee name) as the Building and Energy Manager for building (number). This person is **NOT** authorized to call in service tickets but will report all building deficiencies to the Primary/Alternate Building and Energy Manager .

3. By the appointment above, please remove (previous Building and Energy Manager) as the Primary/Alternate Building and Energy Manager effective date. This letter also serves as notification to remove (name) from the Authorized Call List as the command's point of contact for all facility and infrastructure issues.

Signature  
Typed Name

Copy to:  
Designated Primary/Alternate Building and Energy Manager  
Removed Primary/Alternate Building and Energy Manager