AFRC-XXX-XX 14 May 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Public Affairs Representative

1. Effective Date: 14 May 2019, the below Soldiers are assigned the following Additional Duty: Unit Public Affairs Representative.

|  |  |  |
| --- | --- | --- |
| NAME: | Phone: | Email: |
| SGT Pizarro, Kenn | xxx-xxx-xxx |  xxxxxxxxxxx.mil@mail.mil |

2. Authority: Command Directed.

3. Purpose: Function as Public Affairs Representative at Unit Level.

4. Period: Indefinite or until officially relieved or released from assignment or appointment.

5. Special instructions: To be familiarized and comply with required Public Affairs operations.

6. POC for this memorandum is the undersigned at xxx-xxx-xxxx or e-mail at @mail.mil

 FIRST NAME LAST NAME

 MOS

 Rank