

REPLY TO
ATTENTION OF

Office Symbol (**Your unit**)

DATE:

MEMORANDUM FOR TMP, Trans Div., U.S. Army Logistics Readiness Center - Yongsan,
APO AP 96205-5802

SUBJECT: Additional Duty Appointment

1. Effective **Date**, the following personnel are appointed as Transportation Coordinators for your **unit or organization**.

<u>Rank (Grade) / Name</u>	<u>Duty Phone No#</u>	<u>DEROS</u>	<u>Email address</u>
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XXX (Primary)

XXX (Alternate)

<u>Unit RM (budget) Name</u>	<u>Rank (Grade)</u>	<u>Duty Phone No#</u>	<u>Email address</u>
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2. Assigned NTVs **license plate(s)** and **bumper number(s)**:

3. Authority: EUSA Reg. 58-1, paragraph 6-6 d.

4. Purpose: To coordinate **your Unit** transportation requirements.

5. Period: Until officially relieved or released from appointment or assignment.

6. Special Instructions: Appointee will coordinate with U.S. Army Logistics Readiness Center - Yongsan Transportation Motor Pool for prerequisite training on the duties as a Unit Transportation Coordinator.

Unit Commander or OIC Signature Block