



ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**PLEASE PUT UNIT LOCATION HERE**  
**PLEASE PUT UNIT INFORMATION HERE**  
**STREET ADDRESS**  
**CITY, STATE, ZIP**

**AFRC-PMD-SSF-CO**

14 April 2015

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. By authority of Para 2-5 and 2-8, AR 600-20, the undersigned assumes command of the **UNIT NAME (UIC)**; EFFECTIVE **DATE**.
2. Point of contact for this memorandum is **XXXXXXXXXX** at **(XXX) XXX-XXXX**. **(Please include the email of the POC here)**.

**XXXXXXXXXXXXXXXXXX**  
**UNIT**  
Commanding