

SAMPLE LETTER/MEMORANDUM OF APPOINTMENT

(DDMMYY)

From: Commanding Officer

To: (Rank/Rate/Grade, Name, and SSN (last 4-digits))

Subj: **APPOINTMENT LETTER/MEMORANDUM**

Ref: (a) EKMS 1 (series)

1. In accordance with reference (a), you are hereby appointed as (EKMS Manager, Alternate EKMS Manager, Local Element (Issuing), STE User Representative, LMD UNIX System Administrator, or EKMS Clerk) for this command.

2. **EKMS account number:** _____.

3. EKMS COI (V-4C-0013) completed on (YYMMDD) at (name/location of EKMS COI), as applicable.

Note: If a quota has been obtained but training has not been completed, annotate the class convening date and prepare an updated Appointment Letter or affix the completion certificate to the Appointment Letter when training is completed.

4. **Security clearance:** (Top Secret/Secret, as applicable).

5. Following designation requirements contained in (Article 412) of reference (a) are waived:

a. _____

b. _____

(identify authority for and specific requirement(s) waived; if no requirements waived, indicate "N/A")

(Signature of Commanding Officer)

NOTE: Retain the original letter/memorandum of appointment for two years from the date an individual has been relieved of his/her duties in the accounts Correspondence File. Do not forward copies to NCMS.

Privacy Act Statement: Authority for requesting the last (4) of your SSN is Executive Order 9397, as amended. The requested information you provide will be used to validate your identity to courier, deliver and receipt for COMSEC material. Your disclosure of the requested information is voluntary. However, failure to furnish the requested information may prevent performance of official duties and reassignment.