

STATE LETTERHEAD

[Office Symbol]

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of the Chair to the [State] State Facility Board (SFB)

1. References:

- a. AR 135-9 Participation in Joint Service Reserve Component Facility Boards, 30 OCT 2006.
- b. DODI 1225.08 – G, Implementing Guidance for RC Facilities Programs and Unit Stationing, DATE TBD; Page 10 states that the Chair of each SFB shall be the Construction Facilities Management Officer (CFMO) for the given State. Should this person not be available, the Office of the CFMO shall provide an alternate.

2. Per the above references, you are hereby appointed as the primary and alternate members, respectively, to the subject board:

- a. Last Name, First Name MI - Chair
Commercial: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
- b. Last Name, First Name MI - Alternate Chair
Commercial: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX

3. Thirty days prior to being transferred, you will notify this command, as well as, the ARNG IEZ Chief.

JOHN T. DOE
MAJ General, US Army
The Adjutant General [State]

CF:
[State] SFB members
ARNG IEZ – Chief



DEPARTMENT OF THE ARMY
HEADQUARTERS, 81st REGIONAL SUPPORT COMMAND
1525 Wildcat Way
Fort Jackson, SC 29207-5010

XXXX-XX

Dtd

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment to XXXXX State Facility Board

1. Reference AR 140-483, Army Reserve Land and Facilities Management, 24 July 2007.
2. Per the above reference, you are hereby appointed as the primary/alternate member to the subject board.
 - a. NAME (Primary)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
 - c. NAME (Alternate)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
3. Thirty days prior to being transferred, you will notify this Command and request relief from appointment.
4. Point of contact for this matter is NAME (XXX) XXX-XXXX, DSN XXX-XXXX.

DOUGLAS BENSON
Major General, US Army
Commander, 81st Regional
Support Command

CF:
Army National Guard Construction Facilities Management Officer (CFMO)
for State of XXXX
ARIMD

11000
DATE

From: Commanding Officer, Naval Facilities Engineering Command,
[insert appropriate component]
To: NAME, TITLE
NAME
NAME
NAME

Subj: APPOINTMENT TO XXXXX STATE FACILITY BOARD

Ref: (a) DOD 1225.08-G

1. Per reference (a), you are hereby appointed as the primary/alternate member to the subject board.

- a. NAME (Primary)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
- b. NAME (Primary)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
- c. NAME (Alternate)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX
- d. NAME (Alternate)
Comm: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
DSN: XXX-XXXX

2. Thirty days prior to being transferred, you will notify this Command and request relief from appointment.

3. Point of contact for this matter is NAME (XXX) XXX-XXXX, DSN XXX-XXXX.

I. M. SIGNING
By direction

Copy to:
Army National Guard Construction Facilities Management Officer (CFMO)
for State of XXXXXXXX



UNITED STATES MARINE CORPS
 MARINE FORCES RESERVE
 2000 OPELOUSAS AVENUE
 NEW ORLEANS, LA 70114-1500

IN RUMY REFER TO
 11000
 FAC
 DATE

From: Commander, Marine Forces Reserve
 To: NAME, TITLE
 NAME
 NAME
 NAME

Subj: APPOINTMENT TO THE STATE FACILITY BOARD

Ref: (a) ForO 5050.5

1. Per reference (a), you are hereby appointed as the primary/alternate member to the subject board.

- a. NAME (Primary)
 Comm: (XXX) XXX-XXXX
 Fax: (XXX) XXX-XXXX
 DSN: XXX-XXXX
- b. NAME (Primary)
 Comm: (XXX) XXX-XXXX
 Fax: (XXX) XXX-XXXX
 DSN: XXX-XXXX
- c. NAME (Alternate)
 Comm: (XXX) XXX-XXXX
 Fax: (XXX) XXX-XXXX
 DSN: XXX-XXXX
- d. NAME (Alternate)
 Comm: (XXX) XXX-XXXX
 Fax: (XXX) XXX-XXXX
 DSN: XXX-XXXX

2. Thirty days prior to being transferred, you will notify this Command (FAC) and request relief from appointment.

3. Point of contact for this matter is NAME (XXX)XXX-XXXX, DSN XXX-XXXX.

B. W. SHEARER
 By direction

DISTRUBUTION:
 Army National Guard Construction Facilities Management Officer (CFMO) for
 State of XXXXXXXX

(ANG Unit Letterhead)

DD MMM YY

MEMORANDUM FOR SEE DISTRIBUTION

FROM: [your unit] Facilities Board Chair (Rank First Last)

SUBJECT: Appointment to [your state] State Facilities Board

1. The following individuals are hereby appointed as the primary and alternate members of the subject board:

Primary: Rank First Last
Comm: 123-456-7890
DSN: 123-4567
Email: first.m.last.mil@mail.mil

Alternate: Rank First Last
Comm: 123-456-7890
DSN: 123-4567
Email: first.m.last.mil@mail.mil

2. At least thirty days prior to being transferred, members will notify the [your unit] Facilities Board Chair and request a replacement be appointed.

3. This appointment letter will be reviewed at least annually by the [your unit] Facilities Board.

4. Point of contact for this matter is Rank First Last, Comm 123-456-7890, DSN 123-4567, email first.m.last.mil@mail.mil.

FIRST M. LAST, Rank, USAF
[your unit] Facilities Board Chair

DISTRUBUTION:

Individuals named

Army National Guard Construction Facilities Management Officer (CFMO) for State of

XXXXXXX

NGB/A4AD ([your state] State Programmer)



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR

FROM: HQ AFRC/A4
255 Richard Ray Blvd
Robins AFB GA 31098-1637

SUBJECT: Appointment letter to State Facility Board

1. Reference DoDI 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing, and DOD 1225.08-G, Implementation Guidance Document for RC Facilities Programs and Unit Stationing.
2. Per above reference, you are hereby appointed as the Air Force Reserve Command primary / alternate member to the State Facility Board as indicated below.
 - a. State:
Name (Primary):
Comm: (XXX) XXX-XXXX
DSN: XXX-XXX
 - b. Name (Alternate):
Comm: (XXX) XXX-XXXX
DSN: XXX-XXX
3. This appointment will remain in effect until superseded. Thirty days prior to vacating your current position, you will notify this office and request relief from this appointment. Point of contact for this matter is the AFRC Program Development Office, (478) 327-2471, DSN 497-2471.

< name >, Major General, USAFR
Director of Logistics, Engineering & Force Protection

DISTRUBUTION:
Individuals named
Army National Guard Construction Facilities Management Officer (CFMO) for State of Xxxx