

(Office Symbol) 13 November 2024

MEMORANDUM FOR DIRECTORATE OF FAMILY, MORALE, WELFARE, AND RECREATION

Attn: Unit Fund Coordinator

SUBJECT: Establish Unit Funds, Provide Unit Strength and Custodians

1. Unit Name & UIC

2. MTOE/TDA strength. Indicate unit strength of military personnel. Please use the greater number between authorized and actual strength. This unit is does not receive MWR unit funds from other sources. At present unit strength is currently \_\_\_\_.

2. Custodians (Maximum of 3 custodians inclusive of Unit Commander) for the Unit Funds will be:

a. Name and Rank Contact Number E-mail

b. Name and Rank Contact Number E-mail

3. POC is the undersigned at DSN: 646-\_\_\_\_, cellular \_\_\_\_, or email \_\_\_\_\_\_.

Unit Commander (signed)

Attached:

Assumption of Command Orders