

# STATE OF VERMONT

OFFICE OF THE ADJUTANT GENERAL

789 Vermont National Guard Road

Colchester, Vermont 05446-3099

OFFICE SYMBOL (25-50A\*) DATE

MEMORANDUM FOR RECORD

SUBJECT: Joint State Level Duty Appointment (DA # assigned by DJS Office) Sample, Duty Appointment ***Title***

1. References:

List all references that apply to the duty appointments – number, title, publication date.

e.g. AR 25-50, Preparing and Managing Correspondence, 10 October 2020.

1. Effective immediately, the below (*individual is)(individuals are*) appointed for (enter organization name) as indicated below:

RANK LNAME FNAME MI. DUTY APPOINTMENT TITLE

1. Purpose: Clearly state the purpose of the (additional) duty appointment.
2. Period: Until officially relieved or released from appointment, or upon transfer, termination, reassignment, retirement, or discharge. Articulate if this duty appointment renders previous versions obsolete or rescinded (i.e. This duty appointment supersedes duty appointment # \_\_.)
3. Special instructions. Include any special instructions associated with this duty position beyond the stated purpose of the duty appointment. Examples of special instructions may include, but are not limited to, required training to perform the duties, familiarization of applicable regulations, MOS qualification, or security clearance requirements.
4. The final paragraph of the duty appointment should state the proponent office for the duty appointment, the POC name, telephone number and e-mail address.

CF:

Indiv IndicGREGORY C. KNIGHT

Major General

The Adjutant General