[your Component’s letterhead]

[Month Day, Year]

MEMORANDUM FOR THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT

Through: Chief, Washington Headquarters Services Executive Services Directorate, Directives Division

From: [Name and title of official, not delegable below the COS level]

Subject: Appointment of [Component Name] Issuance Focal Points

The following individuals are appointed as the Primary and Alternate Issuance Focal Points for the [Component Name] in accordance with DoD Instruction 5025.01:

Primary: [The primary Focal Point must be a senior level leader in the grade of O-7, Senior Executive Service or equivalent, or above.]

Title:

Phone:

Email:

Alternate: [The alternate Focal Point should be senior in the grade of O-6, General Schedule 15, or equivalent. While support staff may be contractors, at least one alternate should be a DoD civilian].

Title:

Phone:

Email:

This appointment is effective [Month Day, Year] and is to remain in effect until superseded by new appointment. Direct questions regarding this matter to [Name, telephone, email].