

OFFICE SYMBOL (600)

6 February 2007

MEMORANDUM FOR Sergeant Im A. Soldier, Your Company, Some Battalion, Fort  
Somewhere, GA 31409

SUBJECT: Duty Appointment

1. You are appointed as follows:

- a. Appointed as: Company Reenlistment NCO
- b. Effective Date:
- c. Period: Until officially relieved or upon reassignment or retirement.
- d. Authority: AR 601-280, 2-2(f) and (i).
- e. Purpose: To perform duties IAW the cited authority and supplemental directions provided by the Battalion Commander.
- f. Special Instructions: None.

IM N. CHARGE  
CPT, AV  
Company Commander