

Sample
Appointment Letter for Office Collection Custodian

MEMORANDUM FOR 27 SOFSS/FSDL

FROM: (Complete Organizational Mail Address)

SUBJECT: Appointment of Office Collection Custodians/Alternates

1. Effective (date), the following individuals are appointed as office collection custodians for Library materials checked out &/or purchased for the use of this organization. ***List on an attached sheet any additional offices coordinated by these Custodians. Include previous office symbol if it has changed in the last 18 months.***

	Primary	Alternate
Org/Office Symbol		
Street Address		
Bldg/Room		
Base & Zip+Stop Code		
Rank/Grade & Name		
Office phone #		
Office fax #		
Signature		
Date		
Previous office symbol		

2. The above POCs are accountable for all Library materials (books, subscriptions, CD-ROMs, etc.) on their accounts and are not relieved of their responsibility and remain accountable for those materials until a new POC is formally appointed, an inventory is conducted, the completed inventory is signed, and the documentation is accepted by the Library's OC staff. POCs will complete these accountability transfer procedures at least 30 days before they are relieved of accountability due to separation, PCS, PCA, TDY (more than 45 days), or when change is deemed necessary by the organizational commander.

(Organization Commander's Signature)

cc: Each Appointee