



MEMORANDUM FOR RECORD

SUBJECT: Area of Special Emphasis (Additional Duty Appointment) – Public Affairs Representative (UPAR)

1. Effective 01 June 2013, the below named individual(s) is appointed as indicated:

Primary:  
Contact:

Alternate:  
Contact:

2. AUTHORITY: AR 360-1, para 2-3

3. PURPOSE: To assume the responsibilities for the administration of the unit's public affairs program, providing support to the commander IAW the MDARNG UPAR Handbook, AR 360-1, and NG PAM 360-5.

4. PERIOD: Until officially relieved or released from appointment.

5. SPECIAL INSTRUCTIONS: Capture, publish, and submit captions, photos, and videos relevant to unit missions. Individual(s) will become familiar with applicable regulation(s), attend yearly UPAR training event, and perform duty as required. This duty appointment supersedes all others.

6. POC for this action is SFC Micky Mouse at XXX-XXX-XXXX, micky.j.mous.mil@mail.mil .