



**DEPARTMENT OF THE AIR FORCE
87TH AIR BASE WING (AMC)
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ**

MEMORANDUM FOR NAF Accounting Office 87 FSS/FSRA

FROM:

SUBJECT: Appointment Letter of Primary/Alternate Unit Fund Custodian / Annual Strength Report

The following information is forwarded in accordance with AFMAN 34-201, *Use of Nonappropriated Funds*, Chapter 11

1. The following individual(s) are hereby appointed as the Designated Point of Contact of the (Unit Name) for Unit Enhancement Funds.
2. The unit's Commander must sign the Appointment Letter unless delegated by the Commander, and must provide NAF AO with delegation of approval authority memorandum with Commander's signature.
3. Period: Until officially relieved or transferred from unit.
4. Special Instructions: Monitor, coordinate and enforce the unit fund program IAW AFMAN 34-201, Chapter 4, Chapter 11 and local unit fund guidance.

PRIMARY

Rank/Name:

Office Symbol:

Email:

Duty Phone:

ALTERNATE

Rank/Name:

Office Symbol:

Email:

Duty Phone:

5. Strength Report by branch of service

- a. Air Force/ Full Time Employees:
- b. Army/ Full Time Employees:
- c. Navy/ Full Time Employees:
- d. Marines/Full Time Employees:
- e. Coast Gard/Full Time Employees:
- f. Guard/Reservists:
- g. DOD Civilians:

Commander Signature Block