

Date: DD MMM YY

MEMORANDUM

From: (Head or Department Head of Command)
To: Prevention Office, Regional Fire Department, COMNAVFORJAPAN

Subj: APPOINTMENT OF FIRE WARDEN

Ref: (a) Chapter XI, COMNAVFORJAPNINST 11320.2B of 24 Jul 06

1. In accordance with reference (a), the following personnel are assigned to the Fire Warden of _____ (Command)_____.

Name(Last, First) Rank/Grade Tel Assigned Building No. Code e-mail address

2. Alternate Fire Wardens are also provided.

Name(Last, First) Rank/Grade Tel Assigned Building No. Code e-mail address

3. When the position of Fire Warden and Alternate Fire Warden is vacant, the Department Head shall assume the responsibilities until a new appointment is made.

4. Point of Contact of this matter is _____(Name)_____ at _____(DSN)_____ or _____(e-mail address)_____.

(Signature of Requestor)