



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

SFIM-EU-MWR-FMG

XX XXX XX

MEMORANDUM THRU COMMANDER, XXXTH AREA SUPPORT GROUP (ASG),
UNIT XXXXX, APO AE 09XXX

FOR MR. INDIVIDUAL NAME, XXXST BSB, DCA, UNIT XXXXX, APO AE 09XXX

SUBJECT: Appointment of Limited Assistant Manager for the Europe Region Morale, Welfare and Recreation (MWR) Single Fund

1. You are delegated authority, under the technical supervision and guidance of the manager of the Europe Region MWR Single Fund, to serve as Limited Assistant Manager of the Europe Region MWR Single Fund for the XXXST BSB, XXXTH ASG. Your major responsibilities are addressed in the enclosed memo on Fund Management Guidance from the Europe Region director. Your appointment becomes effective on receipt by the Single Fund manager of your endorsement to this memo accepting your appointment and acknowledging both your responsibilities and special instructions.

2. Authority: AR 215-1, 25 Nov 98, para 5-6.

3. Special instructions:

a. You are delegated fund obligation authority within the approved budget for the BSB. You may approve unbudgeted expenditures up to \$2500.00 only under circumstances where operational timeliness prevents referral to the assistant fund manager at ASG level.

b. All NAF resources will be managed in strict accordance with Army regulation and financial management policy memos available to you through the IMETS web site:
<https://apps.mwr.army.mil/fmgportal>

c. You may not appoint limited assistant fund managers or delegate your authority. Only a separately appointed limited assistant manager or deputy may exercise your authority during any planned or prolonged absences. Otherwise, authority reverts to the assistant manager of the MWR Single Fund for the XXXTH ASG.

Encl
as

JOHN C. DYKEMA
Manager,
Europe Region MWR Single Fund

SFIM-EU-MWR-FMG

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Appointee Signature _____ Date _____

CF:

Director, NAF F&AO, 266th FC

DCA, XXXth ASG

Chief, NAF Contracting, XXXth ASG

Community Bank