



DEPARTMENT OF THE ARMY  
UNIT INFORMATION

Office Code

DATE

MEMORANDUM FOR RECORD

SUBJECT: Announcement of Duty Assignment

1. Effective DATE, Rank, last, first, MI., DOD ID: Unit is appointed as: Small Unmanned Aerial System (SUAS) Master Trainer.
2. AUTHORITY: TC 3-04.62, Small Unmanned Aircraft System Aircrew Training Program, 19 August 2013.
3. PURPOSE: To perform duties IAW current regulations and directives.
4. PERIOD: Until officially relieved or rescinded.
5. SPECIAL INSTRUCTIONS: Authorized to develop, implement, and manage UNIT (Co, BN, BDE) SUAS Aircrew Training Program (ATP), conduct unit qualification (mission level progression), refresher, and continuation training only for personnel who have completed an approved SUAS initial qualification course.
6. The point of contact for this memorandum is the undersigned at CONTACT INFORMATION (email, phone number).

FIRST, MI, LAST NAME  
RANK, BRANCH  
Commanding