REPLY TO ATTENTION OF

DEPARTMENT OF THE ARMY

Address City, State Zip Code

EXAMPLE LETTER

DATE

MEMORANDUM FOR: Army Intermodal Distribution Platform Management Office

SUBJECT: Container Control Officer Appointment
1. Effective (ENTER DATE), the personnel mentioned below are assigned the following duty: Container Control Officer (CCO) - PLEASE CHECK ($$) ONE.
Primary Container Control Officer (CCO): is a designated official within a command, installation, or activity who is ultimately responsible for control, reporting, use, and maintenance of DOD-owned and controlled ISO containers and equipment. Report functions include all updates to ACAMS i.e., container inventory, movements and receipts, status, inspection, maintenance, and condition.
Alternate Container Control Officer: is designated within a location that assists the Primary CCO with maintaining control and reporting DOD-owned and controlled intermodal containers and equipment.
2. (Name of User) assigned to the following
DODAAC(s), Activity
Commercial phone #, DSN,
fax number, email address,
mailing address
3. Authority: DOD 4500.9-R, Part VI, Chapter 601, Page VI-601-3, Para 2i. Page VI-601-8, Para 11a.
4. Purpose: To provide property control, usage reporting, and maintenance of all Government owned and controlled intermodal containers and equipment (ANSI/ISO containers, flatracks, Container Roll In/Out Platforms (CROPs) and Internal Airlift/helicopter Slingable Container Units (ISUs).
5. Period: Until officially relieved or released from this appointment.
FOR THE COMMANDER: