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MEMORANDUM FOR RECORD

<date>

SUBJECT: Designation of Information Assurance Personnel or Information Assurance Support Personnel (U).

1. Effective immediately, the following individuals are appointed to perform IA duties/functions for **<Organization Name>**. The contractor/s is/are to perform duty functions per 8570.01-M category/level as an **Information Assurance Manager (IAM I, II, or III)** or **Information Assurance Technical (IAT I, II, or III)** or **Information Assurance Security Architect and Engineer (IASAEI/II/III)** or **Computer Network Defense-Service Provider (CND-SP - Analyst/Infrastructure Support/Incident responder/CND Auditor/Manager)**.

2. **Contract** _____

| Name | Contract Title/Duty Title | 8570.01-M Category Level |
|------------------|---|---------------------------------|
| Example: Joe Doe | IA Subject Matter Expert(Networthiness Analyst) | IAM II |
| Name | | |

3. References:

- a. Army Regulation (AR) 25-2 Chapter 3
- b. Department of Defense 8570.01-M Information Assurance, Workforce Improvement Program, Change 1, 15 May 2008.

4. Purpose: To perform IA functions and duties per AR 25-2 paragraph 3 and DoD 8570.01.M.

5. Period: Until officially relieved or released from appointment, or upon transfer, termination, reassignment, retirement, or discharge.

6. Special Instructions:

- a. Complete required IA training and certification for category/level per the Army's IA Training and Certification Best Business Practice.
- b. Register in the Army Training and Certification Tracking System (<https://atc.us.army.mil>) and enter training and certification completions as outlined in the Army's IA Training and Certification Best Business Practice.

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c. Upload duty appointment orders/letter and privilege access agreement (if applicable).

d. <Additional Special instructions>

7. The point of contact is the undersigned.

Director/Commander/Manager Name and Signature
(must be military or DAC- manual and digital signature)

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Grade/ Civilian Series

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Duty Position (Chief, Director, IAM, etc.)