

Appointment/Authority Letter Checklist

Internal to the Unit:

T/O Billets that require appointment letters:

- ❑ Line # 309A, OIC, Combat Camera & Printing Unit (See Tab 1, this binder) Appointed by the G-3.
- ❑ Line # 309B, Combat Camera & Printing Chief
- ❑ Line # 310, Combat Camera Operations Chief
- ❑ Line # 311, Combat Camera production Chief
- ❑ Line # 322, Combat Printing Operations Chief
- ❑ Line # 323, Combat Printing Repair Chief
- ❑ Line # 324, Combat Printing Production Chief

Collateral Duties:

- ❑ Embarkation NCO
- ❑ HAZMAT/Safety NCO
- ❑ Training NCO
- ❑ Supply Chief
- ❑ Building and Security Manager
- ❑ Section Information Systems Coordinator (I appointed one in each section: Camera & Print)

External to Unit:

- ❑ Worksite CP Authority letter: This letter identifies to Headquarters Battalion Supply who is authorized to perform tasks for your Worksite. A worksite is your “account” for which you expend resources. The letter identifies who has what authority. You must initiate this letter and update it as required, i.e. people leave, new arrivals who need to have authority, Supply requests a new, etc... Your worksite title is “CP” for Camera & Printing.
- ❑ Authority Letter for Equipment Repair Orders (ERO), ERO Shopping List, DD 1348’s: This is required to support the “green gear” side of supply. You must initiate and update as required.
- ❑ HQBN ERO Letter: This letter is produced by HQBN for all ERO’s that go up to FSSG for support. A person from MMO will contact you when it is time to update. You must provide them names. A copy will be provided to you once it is signed. You must maintain this copy in your turnover for FSMOA.