##  NGHI-TAG 29 April 2024

 MEMORANDUM FOR RECORD

 SUBJECT: Area of Special Emphasis (Additional Duty Appointment) – Public Affairs

 Representative (UPAR)

 1. Effective 1 May 2021, the below named individual(s) is appointed as indicated:

 Primary: SMITH, JOHN F., SSG, 117TH MPAD

 Contact: 808-XXX-XXXX, john.f.smith.mil@mail.mil

 2. AUTHORITY: AR 360-1, Para 2-3

 3. PURPOSE: To assume the responsibilities for the administration of the unit’s public

 affairs program, providing support to the commander IAW the HIARNG UPAR

 Handbook, AR 360-1, and NG PAM 360-5.

 4. PERIOD: Until officially relieved or released from appointment.

 5. SPECIAL INSTRUCTIONS: Capture, publish, and submit captions, photos and

 videos relevant to the unit missions. Individual(s) will become familiar with

 applicable regulations(s), attend yearly UPAR training event, and perform duty as required.

 This duty appointment supersedes all others.

 6. POC for this action is SFC Michael Jordan at 808-XXX-XXXX, Michael.j.jordan@mail.mil

HARRY K. WARD

LTC, FA HIARNG

Commanding

DISTRIBUTION:

1 – Individual Concerned

1 – Addl Duty Binder

1 – Unit File

1 – Brigade EOA