

SAMPLE FORMAT AFCL DESIGNATION LETTER

6110
CO

From: Command Name
To: AFCL Designee

Subj: APPOINTMENT AS ASSISTANT COMMAND FITNESS LEADER (ACFL)

Ref: (a) OPNAVINST 6110.1J

1. You are hereby appointed as Assistant Command Fitness Leader (ACFL) for

_____.

2. You will thoroughly familiarize yourself with reference (a) to act accordingly in the performance of your assigned duties and responsibilities.

3. This appointment will remain in effect until your detachment from this command or otherwise superseded in writing.

COMMANDING OFFICER or
AUTHORIZED OFFICIAL