**SAMPLE FORMAT AFCL DESIGNATION LETTER**

6110

CO

From: Command Name

To: AFCL Designee

Subj: APPOINTMENT AS ASSISTANT COMMAND FITNESS LEADER (ACFL)

Ref: (a) OPNAVINST 6110.1K

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 This appointment will remain in effect until your detachment from this command or otherwise superseded in writing.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