IN REPLY REFER TO

5110

Code

9 Oct 24

From: Commanding Officer, Unit Name

To: Rank First M. Last EDIPI/MOS USMC

Subj: APPOINTMENT AS THE Unit Mail Officer

Ref: (a) Military Postal Service Procedures Manual (MPM)

(b) MCO 5110.4B

(c) MCIWEST-MCB CAMPENO 5110.1C

1. Effective this date, you are hereby appointed as the Unit Mail Officer for (unit). You are to familiarize yourself with the references, as they will guide you in the performance and authority of your duties.

2. This authority is cancelled upon your transfer from this command or unless sooner revoked.

I. M. COMMANDING

ACKNOWLEDGEMENT OF APPOINTMENT 9 Oct 24

From: Rank First M. Last EDIPI/MOS USMC

To: Commanding Officer, Unit Name

Subj: APPOINTMENT AS THE Unit Mail Officer

1. I have read and understand the references and assume all duties and responsibilities as the Unit Mail Officer.

F. M. LAST

Copy to:

Individual

Unit Mailroom

Post Office QAQC