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 Official Mail Manager

Ref: (a) DODI 4525.09

(b) Military Postal Service Procedures Manual (MPM)

(c) MCO 5110.4B

(d) MCIWEST-MCB CAMPENO 5110.1C

1. In accordance with the references, you are hereby appointed as the Official Mail Manager for (unit name) with all duties and responsibilities as assigned by federal law, United States Postal Service, Department of Defense, and Marine Corps rules/regulations.

2. As the Official Mail Manager you must establish controls on postal expenditures to create a cost-effective official mail program. Ensure unit wide awareness and compliance with official mail management standards set forth by the references.

3. The following appointee’s information is provided:

a. Official Mailing Address: COMMANDING OFFICER

UNIT NAME

BOX 555XXX

CAMP PENDLETON, CA 92055-XXXX

b. Email Address: [xxxxxxxxx@usmc.mil](mailto:xxxxxxxxx@usmc.mil)

c. Telephone number: (760) XXX-XXXX

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

I. M. COMMANDING

Copy to:

Unit OMM

Installation OMM

QA/QC Chief