5110

Code

9 Oct 24

From: Commanding Officer, Unit Name

To: Personnel Authorized to Receive and Open all Official Mail to include Official Accountable Mail

Subj: AUTHORIZATION TO RECEIPT/OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL

1. You are authorized to receipt for and open all official mail to include official accountable mail addressed to the Commanding Officer, (name of organization).

NAME SIGNATURES

(1)

(2)

(3)

2. This authority supersedes all previous authorizations.

I. M. COMMANDING

Copy to:

Unit Mailroom

QA/QC Chief