



UNITED STATES MARINE CORPS

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

BOX 555XXX

CAMP PENDLETON, CA 92055-XXXX

IN REPLY REFER TO

5110

Code

1 Oct 24

From: Unit Mail Officer, Unit Name
To: Rank First M. Last EDIPI/MOS USMC

Subj: APPOINTMENT AS (UNIT MAIL CLERK OR MAIL ORDERLY)

Ref: (a) Military Postal Service Procedures Manual (MPM)
(b) MCO 5110.4B
(c) MCIWEST-MCB CAMPENO 5110.1C

1. In accordance with the references, you are hereby appointed as the (Unit Mail Clerk or Mail Orderly) for (unit or section name) with all duties and responsibilities as assigned by federal law, United States Postal Service, Department of Defense, and Marine Corps rules/regulations. As a (Unit Mail Clerk or Mail Orderly) you must preserve and protect the mail in your custody from unauthorized opening, inspection, tampering, delay, reading of content/covers, damage, destruction, or other unauthorized acts. Any postal person committing or allowing any of these unauthorized acts is subject to administrative discipline and/or criminal prosecution.

2. Appointee Mail Authorization: (Official All, Official Except Accountable, Personal Except Accountable).

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

F. M. LAST (UMO or AUMO)

ACKNOWLEDGEMENT OF APPOINTMENT

(Initials)

From: Rank First M. Last EDIPI/MOS USMC
To: Unit Mail Officer, Unit Name

Subj: APPOINTMENT AS (UNIT MAIL CLERK OR MAIL ORDERLY)

1. I acknowledge my appointment and shall faithfully discharge the duties associated with this designation. I understand that it is a crime, punishable by fine or imprisonment, or both, to knowingly or willfully obstruct or delay the mail, to steal or attempt to steal mail of any kind, even if it appears to be of no value, or to allow others to do so.

2. As a (Unit Mail Clerk or Mail Orderly) I understand that I may be held pecuniary liable for any losses.

F. M. LAST