5110

 XXXX

 DD MMM YY

From: Commanding Officer, Unit Name

To: Rank Last, First EDIPI/MOS# USMC

Subj: APPOINTMENT AS THE OFFICIAL MAIL MANAGER

Ref: (a) DoD 4525.6M
 (b) DoD 4525.8M

 (c) DoDI 4525.09

 (d) MCO 5110.4B

1. Effective this date, you are hereby appointed as the Official Mail Manager (OMM) for Name of Unit. The references will guide you in the performance of your duties.

2. The following information is provided for identification purposes:

 a. Name: First M. Last

 b. Rank: Rank (Spelled out)

 c. Official Mailing Address: UNIT NAME

 OFFICIAL ADDRESS

 CITY ST ZIP CODE

 d. Telephone number: (XXX)XXX-XXXX

 e. E-mail address: Official.Email@usmc.mil

3. This authority is cancelled upon your transfer from this command or otherwise stated in writing.

 I. M. MOTO

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