5110

XXXX

DD MMM YY

From: Commanding Officer, Unit Name

To: Rank Last, First EDIPI/MOS# USMC

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL

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

(c) DoDI 4525.09

(d) MCO 5110.4B

1. Per the reference, the following individuals are authorized to receipt for and open all official mail including official accountable mail addressed to the Commanding Officer of Name of your unit.

RANK NAME SIGNATURE

Maj James T. Bone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSgt Randy B. Savage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSgt Daniel J. Daily \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sgt Opha M. Johnson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Point of contact at this command is Rank, Name, Billet at 703-XXX-XXXX.

3. This authority supersedes all previous authorizations.

I. M. MOTO

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