

SAMPLE LETTER OFFICIAL MAIL MANAGER APPOINTMENT LETTER

UNITED STATES MARINE CORPS

COMMAND LETTER HEAD



IN REPLY REFER TO:
(SSIC)
(Unit Code)
(Date)

From: Commanding Officer
To: Captain Ivan M. Hipp XXXXXXXXXXXX/USMC
Subj: APPOINTMET AS UNIT OFFICIAL MAIL MANAGER

Ref: (a) DoDI 4525.08 (DOD Official Mail Management)
(b) DoD 4525.8M (DOD Official Mail Manual)
(b) MCO 5110.4A (Marine Corps Official Mail Program)
(c) BO P5112.3C (Base SOP for Postal Affairs)

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

2. The following information is provided for identification purpose:

Name: Ivan M. Hipp

Rank: Captain

Official Address: COMMANDING OFFICER
ATTN OFFICIAL MAIL MANAGER
(UNIT NAME)
UNIT (XXXXX)
FPO AP XXXXX-(XXXX)

Telephone number: COMM XXX-XX-XXX-XXX-XXXX
DSN (XXX)XXX-XXXX
FAX (XXX)XXX-XXXX

E-mail address: (OMM email address)

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

3. The point of contact and phone number.

I.M.COMMANDING

Copy to:
Installation Official Mail Manager
File