**UNITED STATES MARINE CORPS**

H&S BN MCIPAC-MCB CAMP BUTLER JA

OPC 557 BOX 50

FPO AP 96371-9001

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CO

9 Oct 25

From: Commanding Officer, Unit Here

To: Marine Corps Installations Pacific, Marine Corps Base Butler, Installation Safety Office

Subj: AUTHORIZATION TO SIGN OFFICIAL CORRESPONDENCE "BY

DIRECTION" FOR UNIT HERE

Ref: (a) MCM PAR 100.1

(b) U.S. NAVY REGS, ART 0813

1. Per the references, you are hereby authorized to sign official correspondence "By direction" in the performance of your regular duties.

2. Correspondence of a controversial nature affecting policy of this unit will not be signed "By direction".

3. The authority will be automatically cancelled upon your transfer or reassignment.

4. A specimen signature is required for the records. Accordingly, you will sign your name in the space indicated.

C. O. LAST NAME

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I. M. MOTIVATED

By Direction