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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

POSTAL SERVICE CENTER BOX 8003

CHERRY POINT, NORTH CAROLINA 28533-0003

 SSIC

 XXX

 DD Mon YY

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Rank First M. Last EDIPI: 1234574839/0102 USMC

Subj: APPOINTMENT AS THE COMMAND DESIGNATED REPORTS MANAGEMENT OFFICER

Ref: (a) SECNAV M-5216.5

 (b) MCO 5215.1K

Encl: (1) Title of Material–enclosed with letter

 (2) Title of Material (sep cover)–not enclosed with letter

1. Per the references, you are hereby appointed as the Command Designated Reports Management Officer.

2. You will read and familiarize yourself with the references.

 I. M. SIGNING

 By direction

FIRST ENDORSEMENT DD Mon YY

From: Rank First M. Last EDIPI: 1234574839/0102 USMC

To: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: APPOINTMENT AS THE COMMAND DESIGNATED REPORTS MANAGEMENT OFFICER

1. Acknowledged. I have read and familiarized myself with the references and will ensure compliance.

 I. M. SIGNING

 By direction