UNITED STATES MARINE CORPS

LETTER HEAD

 IN REPLY REFER TO:

 5210

 SPNR

From:

To:

Subj: ASSIGNMENT AS COMMAND DESIGNATED RECORDS MANAGER

Ref: (a) MCO 5210.11E

 (b) NAVMC DIR 5210.11E

 (c) SECNAV-M 5210.1

1. Per reference (a), you are appointed the Command Designated Records Manager for (*Insert Unit or Command Designation)*.

2. As the Command Designated Records Manager, you shall familiarize yourself with references (a) through (c) and perform the duties as outlined therein.

3. This authority remains in effect until cancelled.

 A. B. MARINE

 By direction

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FIRST ENDORSEMENT

From:

To:

Subj: ASSIGNMENT AS COMMAND DESIGNATED RECORDS MANAGER

1. I have read and familiarized myself with the contents of the references. I have assumed all duties as the Records Management Manager for this Command.

 S. F. SEMPER

Copy to:

CMC (ARDB)

COMMARCORBASESLANT (G-1)

CG, MCIEAST (G-1)