



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

OFFICIAL FILE COPY

LOGCOMO 5112.1
L13
DEC 16 2003

LOGISTICS COMMAND ORDER 5112.1

From: Commanding General
To: Distribution List

Subj: DELEGATION OF AUTHORITY TO OPEN OFFICIAL MAIL

Ref: (a) MCO P5110.6B
(b) BO 5112.3F

Encl: (1) Group Mail Authorization Letter
(2) Individual Mail Authorization Letter

1. Situation. Per the references, personnel must be approved in writing by the Commanding General to receipt for and open Official Mail addressed to the Commanding General.

2. Mission. To publish procedures to receipt for and open Official Mail addressed to the Commanding General, Marine Corps Logistics Command.

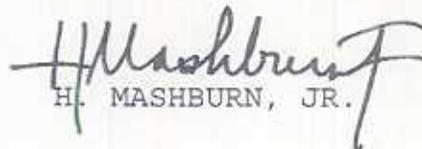
3. Execution. Departments requesting authorization to receipt for and open Official Mail will submit a request to the Commanding General (L13) including either enclosure (1) or (2).

4. Administration and Logistics. Requests must contain a sample signature of the individuals authorized to sign for and open Official Mail addressed to the Commanding General. A single letter may authorize a Group as provided in enclosure (1); however, any change will require canceling the previous letter and publishing a new letter. Enclosure (2) is a sample Individual Authorization Letter.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Logistics Command.

b. Signal. This Order is effective the date signed.


H. MASHBURN, JR.

DISTRIBUTION: A

Group Mail Authorization Letter

5112
XXX

From: Commanding General
 To: {Division/Department}

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

Ref: (a) MCO P5110.6B
 (b) LOGCOMO 5112.1
 (c) BO 5112.3F

1. Per the references, the personnel identified below are authorized to receipt for and open all official mail, including official accountable mail, addressed to the Commanding General, Marine Corps Logistics Command.

	<u>NAMES</u>	<u>SIGNATURES</u>
(1)	IMA MARINE, Pvt, USMC (Billet Assignment, Department/Division, CmdCode)	_____
(2)	IMA MOTIVATOR, PFC, USMC Admin Clerk, Bn Adj, A210	_____
(3)	IMA LEADER, LCpl, USMC (Billet Assignment, Department/Division, CmdCode)	_____

2. This authorization supersedes all previous authorizations and will remain in effect until your transfer or reassignment unless sooner withdrawn by separate correspondence.

(Commanding General)

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ENCLOSURE (1)

LOGCOMO 5112.1

Sample Request

5112
XXX

From: {Division/Department}
To: Commanding General (LogCom Adj)
Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL
TO INCLUDE OFFICIAL ACCOUNTABLE MAIL
Ref: (a) MCO P5110.6B
(b) LOGCOMO 5112.1
(c) BO 5112.3F
Encl: (1) (Individual Auth Ltrs or Group Auth Ltr)

1. Per the references, it is requested the personnel identified in the enclosure be authorized to receipt for and open all official mail, including official accountable mail, addressed to the Commanding General, Marine Corps Logistics Command.

2. This request supersedes all previous requests. (Use this paragraph for Group Requests Only)

IMA DIVISIONHEAD

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ENCLOSURE (1)

LOGCOMO 5112.1

Individual Mail Authorization Letter

5112
XXX

From: Commanding General
To: PVT IMA MARINE 123 45 6789/1111 USMC
Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL
TO INCLUDE OFFICIAL ACCOUNTABLE MAIL
Ref: (a) MCO P5110.6B
(b) LOGCOMO 5112.1
(c) BO 5112.3F

1. Per the references, you are authorized to receipt for and open all official mail, including official accountable mail, addressed to the Commanding General, Marine Corps Logistics Command.
2. This authorization will remain in effect until your transfer or reassignment unless sooner withdrawn by separate correspondence.

(Commanding General)

(Sample Signature)
IMA MARINE, Pvt, USMC
(Billet Assignment), (Department/Division, Cmd Code)

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ENCLOSURE (2)