



UNITED STATES MARINE CORPS
U.S. MARINE CORPS FORCESCOMMAND

1560

From: Commanding Officer

To:

Subj: APPOINTMENT AS

EDUCATION OFFICER

Ref: (a) MCO 1560.25

1. You are hereby appointed as the Education Officer for , in accordance with the reference. You are directed to become familiar with the reference and perform all required duties.
2. Pursuant to the reference, you are authorized to sign official correspondence and records "By Direction" of the Commanding Officer, , in the performance of your duties. This authority is expressly limited to matters within your cognizance as the Education Officer and when good judgement indicates that correspondence need not be submitted to higher authority for signature.
3. This appointment will remain in effect until you are formally relieved or upon transfer.
4. This letter supersedes all previous letters of appointment to this billet.

1560

ACKNOWLEDGEMENT ENDORSEMENT

From: , USMC

To: Commanding Officer

Subj: APPOINTMENT AS

EDUCATION OFFICER

1. I have read and understand the reference and have assumed all duties in conjunction with the appointment as the Education Officer

