



UNITED STATES MARINE CORPS
[UNIT]
U.S. MARINE CORPS FORCES
COMMAND [UNIT ADDRESS]

1560

From: Commanding Officer
To: [UNIT EDUCATION OFFICER]

Subj: APPOINTMENT AS [NAME OF UNIT] EDUCATION OFFICER

Ref: (a) MCO 1560.25

1. You are hereby appointed as the Education Officer for [UNIT NAME], 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, [NAME OF UNIT, followed by accepted unit abbreviation] 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.

[Signature of Commanding Officer]

1560

ACKNOWLEDGEMENT ENDORSEMENT

From [Name of Unit Education Officer, EDI] USMC
To Commanding Officer

Subj APPOINTMENT AS [NAME OF UNIT] EDUCATION OFFICER

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

[Signature of Unit Education Officer]

