5800

XXX

 DD MMM YY

From: Commander, Unit

To: Rank FName M. LName EDIPI/MOS USMC

Subj: APPOINTMENT AS THE REGIONAL VICTIM WITNESS LIAISON OFFICER

Ref: (a) MCO 5800.14

1. Per the reference, you are appointed as the Regional Victim Witness Liaison Officer (RVWLO) for [unit name].
2. Your duties and responsibilities are contained in the reference.

 F. M. LNAME

From: Rank FName M. LName EDIPI/MOS USMC

To: Commander, Unit

1. I hereby assume the duties and responsibilities as the RVWLO.

2. I have familiarized myself with the duties and responsibilities of the RVWLO per the

 Reference.

3. My primary billet is [billet name, unit name, location]. My duty phone number is

 (XXX) XXX-XXXX.

 F. M. LNAME

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