5800

XXX

DD MMM YY

From: Commander, Unit

To: Rank FName M. LName EDIPI/MOS USMC

Subj: APPOINTMENT AS THE COMMAND VICTIM WITNESS ASSISTANCE COORDINATOR

Ref: (a) MCO 5800.14

1. Per the reference, you are appointed as the Command Victim Witness Assistance Coordinator (VWAC) 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 VWAC.

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

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

(XXX) XXX-XXXX.

F. M. LNAME

Copy to:

IVWLO

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