



UNITED STATES MARINE CORPS

HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION MIRAMAR
P.O. BOX 452003
SAN DIEGO, CA 92145-2003

4050
5KF2
01 Oct 14

From: Commanding Officer, **Headquarters and Headquarters Squadron**
To: Distribution Management Officer, Personal Property Section

Subj: AUTHORIZATION FOR STORAGE OF PERSONAL PROPERTY FOR MEMBERS
DEPLOYED

Ref: (a) MCO 4600.39
(b) StaO 4050.6

1. The below named individual(s) are designated as representative(s) for (deploying unit), and are directed to coordinate Personal Property/POV storage with the Distribution Management Office. I understand and have provided (2) NCO/SNCO to fill this role with a primary and alternate unit representative.

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Contact Number</u>
SGT	Smith	John	(858) 577-1234
GYSGT	Miller	Joshua	(858) 577-4567

2. The above Unit Representative/Releasing Agent(s) is/are authorized by order of the Commanding Officer to sign any release documents and release personal property on behalf of those Marines that cannot be present in their rooms.

3. When the moving company show up for delivery/pick up and neither Marine nor the Unit Representative are present an attempted delivery/pick up fee will be issued. This fee is required to be paid by the individual Marine/Sailor in full before a new delivery/pick up date can be scheduled.

4. Point of contact on this matter is **CAPT Hardcharger, Marine** at **(858) 577-xxxx** and **cellular phone at (858) 456-7890.**

M. Hardcharger
By direction