



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

Your Unit's Letterhead

Your Office Code

IN REPLY REFER TO:  
5211  
CODE  
DATE

From: Commanding Officer/Director/OIC  
To: Provost Marshal, Marine Corps Air Station Iwakuni, Japan  
Attn: Admin Section

Subj: AUTHORIZATION TO SIGN/PICK UP FOR RECORD CHECKS

Ref: (a) Provost Marshal's ltr 5211/PMO of 10 Nov 15

1. The following personnel are authorized to request and sign for completed local record background checks for personnel assigned to \_\_\_\_\_.

Your Unit

Name	Rank	DODID	BILLET	STATUS
Davidson, William	CWO4	123456	Ordinance Officer	Requestor
Smith, John	SgtMaj	023560	Sergeant Major	Requestor
Johnson, David	GySgt	444990	Career Planner	Requestor
Smith, Joe	SSgt	230090	SNCO	Pick up

SNCO or above

2. My POC is \_\_\_\_\_ and can be reached at \_\_\_\_\_

CO/OIC SIGNATURE