**UNITED STATES MARINE CORPS**

MARINE AIR GROUND TASK FORCE TRAINING COMMAND

MARINE CORPS AIR GROUND COMBAT CENTER

BOX 788100

TWENTYNINE PALMS, CALIFORNIA 92278-8100

SSIC

ORG CODE

DATE

FIRST ENDORSEMENT on

From:

To:

Via:

Subj:

Ref: (a)

(b)

Encl: (1)

1.

2.

Copy to:

ENDORSEMENT LETTER GUIDANCE

* **Identification symbols** – SSIC will always repeat the basic document’s SSIC.
* **Endorsement Line** – Type number of endorsement in all caps. First via addresses would be “FIRST ENDORSEMENT” second via would be “SECOND ENDORSEMENT”.
* **Endorsement Line** – The “From” line of the original letter/AA Form.
* **Endorsement Line** – Information comes from the standard letter or the AA Form identification symbols block of the original document.
* **References/Enclosures** – Do not repeat references/enclosures already mentioned in the original document. If adding a reference/enclosure, ensure they are properly annotated in sequence to the original document. Must be mentioned in the text, in order.
* **Text/Paragraphs** – Endorsements are utilized to forward comments, make recommendations, and provide information. Remarks should be short and to the point. If large amounts of information or documentation need to be added it should be typed separately and included as an enclosure.
* **Copy to Block** – All previous recipients should receive a copy as well as the originator of the original document and previous endorsements.
* **Page Numbering** – Page numbering continues the same as the standard letter. If the original standard letter has one page then the first endorsement will be page 2.

**Same-Page Endorsement Guidelines**

\* - Same-page endorsements may omit the SSIC and subject line. The basic letters identification can also be removed from the endorsement line.

**Example and more information for a same page endorsement can be found on page 9-1 of SECNAV M-5216.5**

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1320

Admin

30 Jan 07

FIRST ENDORSEMENT on SSgt Bullman’s ltr 1320 S-1 of 28 Jan 07

From: Commanding Officer, 10th Marines, 2d Marine Division

To: Commandant of the Marine Corps (MMEA)

Via: Commanding General, 2d Marine Division

Subj: REQUEST FOR TRANSFER ON STAFF SERGEANT ALBERT J. BULLMAN XXX XX

9089/0193 USMC

Ref: (c) MCO P1300.8R

Encl (2) Overseas Checklist

1. Forwarded, recommending approval. We are providing enclosure (2) to comply with reference (c).

2. If this request is approved, we recommend that Staff Sergeant Bullman be assigned to 3d Marine Division, Okinawa, Japan.

4. Point of contact is Master Sergeant Howard at commercial (910) 450-1070.

A. L. HOWELL

By direction

Copy to:

1st Bn, 10th Mar, 2d MarDiv

SSgt Bullman

CarPlan, 1st Bn, 10th Mar, 2d MarDiv

2