**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

From:

To:

Via:

Subj:

Ref: (a)

(b)

Encl: (1)

1.

a.

b.

(1)

(2)

(a)

(b)

2.

3.

4.

Copy to:

STANDARD LETTER GUIDANCE

* **Letterhead** – Top line is typed in Arial, 10 pitch, **bold**. Rest of letterhead is typed in Arial, 8 pitch. Page 7-17 and 7-18 of SECNAV M-5216.5.
* **Identification symbols** – Consists of SSIC, office code, and date in the abbreviated format shown on the standard letter example. Page 7-1 of SECNAV M-5216.5.
* **Via** – Use when one or more activities outside of your own should see the letter before it reaches the “To:” address. Do not number if there is only one via. Page 7-5 of SECNAV M-5216.5.
* **Subject Line** – All caps, no abbreviations. Page 7-5 of SECNAV

M-5216.5.

* **Reference/Enclosure** – Indicate references with a letter and enclosures with a number, even if there is only one. Ensure all references and enclosures are identified in the text, in the order they are listed. Page 7-6 – 7-11 of SECNAV M-5216.5.
* **Text/Paragraphs** – A signature page must have at least two lines of text, do not use abbreviations, and utilize the 4-8-12 indentation rule which can be found on page 11-6 of SECNAV M-5216.5.
* **Signature Block** – First initial starts at the center of the page. Do not center the whole name. Initial’s and last name are in caps, unless the last name starts with a prefix (i.e. A. J. McALEXANDER). Page 11-3 of the SECNAV M-5216.5.
* **“Copy to” Block** – Maximum abbreviation. Does not have to be in order of seniority, use this block for individuals or units that need to know the letter’s content but don’t need to act on it. Page 11-4 of the SECNAV M-5216.5.

**Information for second and succeeding pages of a standard letter**

\* - Subject line is included 1 inch from the top on the second and all succeeding pages.

\* - Start typing two lines below the subject line.

\* - Letterhead is only included on the first page.

\* - Always put a page number on the second and succeeding pages. Page numbers will be centered and one half inch from the bottom of the page. Use Courier New and same font size as the text – either 10 or 12.

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TWENTYNINE PALMS, CALIFORNIA 92278-8100

1320

S-1

28 Jan 11

From: Commanding Officer, 1st Battalion, 10th Marines, 2d Marine Division

To: Commandant of the Marine Corps (MMEA)

Via: (1) Commanding Officer, 10th Marines, 2d Marine Division

(2) Commanding General, 2d Marine Division

Subj: REQUEST FOR TRANSFER ON STAFF SERGEANT JOHN D. MARINE XXX XX

1234/03XX USMC

Ref: (a) MCO P1000.6F

(b) CMC msg 221630Z Jan 11

Encl: (1) Cert true copy of pg 3, SRB

1. Per reference (a), request Staff Sergeant Marine be transferred to 3d Marine Logistics Group, Okinawa, Japan (MCC 1C2), during July 2011.

2. Per reference (b), enclosure (1) and the following information are provided in support of this request:

a. Date current tour began: 17 February 2005.

b. Expiration of active service: 13 March 2008.

c. Overseas control date: 7 August 1999.

3. Staff Sergeant Marine meets all the prerequisites for serving an unaccompanied overseas tour. He has unlimited growth potential and is enthusiastically recommended for this assignment.

4. The point of contact is Master Sergeant Marine at (760) 830-1070.

I. M. COMMANDER

Copy to:

SSgt Marine

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