# UNITED STATES MARINE CORPS

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 IN REPLY REFER TO:

 5420

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 DD Mmm YYYY

From: Commanding Officer, Marine Aircraft Group XX / or

 Squadron XXX

To: Lieutenant Colonel Eye M. Important EDIPI/75XX USMC

Subj: CONVENING ORDER FOR A Field Flight Performance Board IN THE CASE OF

 CAPTAIN EYE M. SUBJECT EDIPI/75XX USMC

Ref: (a) MCO 1000.6

1. By authority of reference (a), you are appointed Senior Member of a Field Flight Performance Board in the case of Captain EYE M. SUBJECT. The following named officers shall also serve as members of the board:

Rank Name Service Designator Date of Rank Unit

Maj EYE M. MEMBER1 USMC 75xx dd mmm yy MAG-XX

Maj EYE M. MEMBER2 USMC 75xx dd mmm yy MAG-XX

Capt EYE M. MEMBER3 USMC 75xx dd mmm yy MAG-XX

LT EYE M. MEMBER3 USN 2100 dd mmm yy MAG-XX

2. This board is convened due to the evaluee’s (state specific reason listed in chapter 1 section 2 paragraph 12a of reference (a)).

3. You are directed to review, evaluate and make recommendations concerning the performance, potential, judgment and motivation of Captain EYE M. SUBJECT for continued service as a naval aviator. You shall specifically address (state here the specific element of performance or behavior indicated in paragraph 2).

4. The board shall conduct the proceedings in strict compliance with the reference. The board is not bound by formal rules of evidence and may consider and include in the record any matter of reasonable believability or authenticity which is relevant to the case. As the board is neither a judicial nor disciplinary body, you shall make no recommendations for disciplinary action as a result of the board’s evaluation.

5. You are directed to submit the report of the board’s proceedings not later than 20 days from this date or submit a request for an extension per the reference. Any such request, and approval/denial of same, shall be made an enclosure to the board’s report of proceedings.

6. Administrative clerical support for the board shall be provided by the S-1, MAG-XX.

 E. M. COMMANDING

Copy to:

Maj EYE M. MEMBER1 USMC

Maj EYE M. MEMBER2 USMC

Capt EYE M. MEMBER3 USMC

LT EYE M. MEMBER4 USN

Captain EYE M. SUBJECT USMC