FROM: SQDN

SUBJ: FIELD FLIGHT PERFORMANCE BOARD/RANK FI. MI. LNAME

ACTION: CMC AVN ASM WASHINGTON DC

INFO:

MEF

MAW

MAG

SQDN

REF/A/MSGID: MCO/1000.6/YMD:20130703//

REF/B/MSGID: DOCTECHNICAL ATTACHMENT #1/UNIT/YMD: YYYYMMDD//

NARR/REF (A) IS THE ASSIGNMENT, CLASSIFICATION AND TRAVEL SYSTEM MANUAL (ACTSMAN). REF (B) IS THE FFPB CONVENING

ORDER 5420 OF DD MMM YY//

POC/NAME/RANK/UNIT BILLET/TEL: COM 123-456-7890/EMAIL: FNAME.LNAME@USMC.MIL//

RMKS/1. AN [FFPB](javascript:void(0)) WILL BE CONVENED DD MMM YY AT TIME ON RANK FNAME. MI. LNAME EDIPI: 1234567890/MOS USMC.

2. THE [FFPB](javascript:void(0)) IS BEING INITIATED DUE TO REASON AND DATE.

3. [FFPB](javascript:void(0)) MEMBERSHIP:

A. MAJ FI. MI. LNAME MOS USMC - SENIOR MEMBER

B. MAJ FI. MI. LNAME MOS USMC

C. CAPT FI. MI. LNAME MOS USMC

D. CAPT FI. MI. LNAME MOS USMC

E. LT FI. MI. LNAME MOS USN - FLIGHT SURGEON.//

**\*\* Note:**

**1. Send as Routine, UNCLASS FOUO**

**2. Attach a pdf of the convening order as ref B**.