(NO MORE THAN 69 CHARACTERS ACROSS)

Message identifier will be different for each unit.

MSGID/GENADMIN/MARFORPAC G332//

SUBJ/MARFORPAC ENDORSES I MEF REQ TO FLY DOS PERSONNEL ABOARD USMC

AIRCRAFT//

REF/A/DOC/OPNAVINST 3710.7U/20091123//

Subject should include requesting unit and organization or billet of the personnel in which authorization is being requested.

REF/B/DOC/DOD 4515.13R//

REF/C/MSG/HQMC ASM/151323ZJAN2007//

REF/D/MSG/CG I MEF G-3/201010ZJUNE13//

NARR/REF A IS NATOPS GENERAL FLT AND OPERATING INSTRUCTIONS. REF B

IS DOD AIR TRANS ELIGIBILITY ORDER. REF C IS HQMC DC AVN POLICY

MESSAGE FOR EMBARKING FOREIGN NATIONALS AND US CIVILIANS ABOARD USMC

AIRCRAFT. REF D IS I MEF G-3 REQ MSG.//

MARFOR’s will reference and quote the request message from the subordinate command. (i.e. MEF, MEU)

POC/INSTRUCTOR, D./SSGT/MARFORPAC G3 AIR/TEL:012-345-6789

/EMAIL:DRILL.INSTRUCTOR @USMC.MIL//

RMKS/1. MARFORPAC ENDORSES AND RECOMMENDS APPROVAL OF REF D, QUOTED

BELOW.//

QUOTE//

MSGID/GENADMIN/I MEF G3//

SUBJ/I MEF ENDORSES 26TH MEU REQ TO FLY DOS PERSONNEL ABOARD USMC

AIRCRAFT//

REF/A/DOC/OPNAVINST 3710.7U/20091123//

REF/B/DOC/DOD 4515.13R//

REF/C/MSG/HQMC ASM/151323ZJAN2007//

REF/D/MSG/26TH MEU/101010ZJUNE13//

NARR/REF A IS NATOPS GENERAL FLT AND OPERATING INSTRUCTIONS. REF B

IS DOD AIR TRANS ELIGIBILITY ORDER. REF C IS HQMC DC AVN POLICY

MESSAGE FOR EMBARKING FOREIGN NATIONALS AND US CIVILIANS ABOARD USMC

AIRCRAFT. REF D IS I MEF G-3 REQ MSG.//

POC/MARINE, I. M./I MEF G3 AIR OFFICER/TEL:012-345-6789

/EMAIL:I.M.MARINE@USMC.MIL//

RMKS/1. I MEF ENDORSES AND RECOMMENDS APPROVAL OF REF D, QUOTED

BELOW.//

QUOTE//

UNCLASSIFIED//

MSGID/GENADMIN/26TH MEU//

SUBJ/ REQUEST AUTHORIZATION TO EMBARK AND TRANSPORT DEPARTMENT OF

STATE PERSONNEL//

REF/A/RMG/CMC/220020ZMAY01//

REF/B/RMG/COMMARFORPAC/232019ZDEC96//

**Who?** (organization or billet)

REF/C/INST/OPNAV/3710.7T//

REF/D/DOC/MCO P3500.14//

NARR/REF A IS CMC DELEGATION OF APPROVAL AUTHORITY FOR THE TRANSPORT

**When?**

OF FOREIGN NATIONALS AND CIVILIANS ABOARD USMC AIRCRAFT. REF B IS

MARFORPAC PROCEDURES FOR REQUESTING AUTHORIZATION TO TRANSPORT

CIVILIANS AND FOREIGN NATIONALS ABOARD USMC AIRCRAFT. REF C IS

**What?** (in support of…)

Quoted request from initial requester in chain

NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTIONS. REF D IS MARINE

CORPS AVIATION AND READINESS MANUAL.//

POC/OBVIOUS, M. R. /CAPT/26TH MEU AIR OFFICER/G-3/TEL DSN 123-4567//

RMKS/1. IAW THE REFS, 26TH MEU REQUESTS AUTHORIZATION TO FLY

DEPARTMENT OF STATE PERSONNEL ABOARD MV-22B, CH-46E, UH-1Y, AND

**Where?**

CH-53E AIRCAFT FROM 11 TO 28 JUNE 2013 ISO THE 26TH MEU AMPHIBIOUS

SQUADRON (PHIBRON) MEU INTEGRATION (PMINT) 13-1 EXERCISE. ALL

FLIGHTS WILL TAKEOFF AND LAND FROM EXERCISE CONTROL SITES,

AIRFIELDS, OR U.S. NAVAL SHIPPING. ALL OVERWATER FLIGHTS WILL BE

**Who?** (specifically to include Last name, first name, last 4, rank/rate, organization, and billet if applicable

CONDUCTED DURING DAYLIGHT HOURS.

2. PASSENGERS WILL BE BRIEFED ON SAFETY AND EGRESS PROCEDURES IAW

REF B AND APPLICABLE AIRCRAFT NATOPS MANUALS.

3. THE FOLLOWING LIST OF PERSONNEL IS PROVIDED:

JOESCHMOE SOMEBODY 1234 E-5 HQMC

4. JUSTIFICATION: SGT SOMEBODY WILL BE PROVIDING INTERAGENCY SUPPORT OR

SENIOR MENTORSHIP DURING THE AMPHIBIOUS SQUADRON (PHIBRON) MEU

INTEGRATION (PMINT) 13-1 EXERCISE FOR THE 13TH MARINE EXPEDITIONARY

UNIT.

Justification should be a brief summary using the **Who**, **What**, **When**, and **Where** to support **Why** it is necessary to fly the requested personnel.