(NO MORE THAN 69 CHARACTERS ACROSS)

Message identifier will be different for each unit.

MSGID/GENADMIN/MARFORPAC G332//

SUBJ/MARFORPAC ENDORSEMENT ISO III MEF ORIENTATION/INDOCTRINATION

FLIGHT REQUEST//

Subject should include requesting unit and type of request.

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

REF/B/DOC/DOD 4515.13R//

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

REF/D/MSG/III MEF G-3/202020ZJUN13//

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

NARR/REF A IS NATOPS GENERAL FLT AND OPERATING INSTRUCTION. 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 CG III MEF G-3 REQ MSG.//

POC/INSTRUCTOR, D./LTCOL/MARFORPAC G3 AIR OFFICER/TEL:123-4567/

EMAIL:DRILL.INSTRUCTOR@USMC.MIL//

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

BELOW.//

QUOTE//

UNCLASSIFIED//

MSGID/GENADMIN/III MEF G-3//

SUBJ/III MEF ENDORSEMENT FOR ORIENTATION/INDOCTRINATION

FLIGHT.//

REF/A/INST/OPNAVINST 3710.7U/23 NOV 09//

REF/B/LTR/CMC/DCA 3000 OF 17 NOV 05//

REF/C/DOC/WGO P3700.1A W/CH 2/24 MAR 08//

REF/D/MSG/IST MAW G-3/101010ZJUN13//

NARR/REF A IS THE NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTION.

REF B IS CMC/DCA POLICY LETTER FOR ORIENTATION/INDOCTRINATION

FLIGHTS ABOARD USMC AIRCRAFT. REF C IS THE 1ST MAW SOP FOR AIR

OPERATIONS//

POC/OBVIOUS, C./LTCOL/III MEF AIRO/TEL: 987-6543

/EMAIL: CAPTAIN.OBVIOUS@USMC.MIL//

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

QUOTED BELOW.//

QUOTE//

MSGID/GENADMIN/1ST MAW G-3//

REF/A/DOC/MCO P5720.73 W/CH 1/01 SEP 01//

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

REF/B/INST/OPNAVINST 3710.7U/23 NOV 09//

REF/C/LTR/CMC/DCA 3000 OF 17 NOV 05//

REF/D/DOC/WGO P3700.1A W/CH 2/24 MAR 08//

NARR/REF A IS MARINE CORPS AVIATION SUPPORT OF THE COMMUNITY

RELATIONS PROGRAM MANUAL. REF B IS THE NATOPS GENERAL FLIGHT AND

OPERATING INSTRUCTION. REF C IS CMC/DCA POLICY LETTER FOR

ORIENTATION/INDOCTRINATION FLIGHTS ABOARD USMC AIRCRAFT. REF D IS

THE 1ST MAW SOP FOR AIR OPERATIONS//

**Who?** (organization or billet)

POC/CHARGER, H./LTCOL/1ST MAW G-3/LOC: CAMP BUTLER JP/TEL: 123-4567

/EMAIL: HARD.CHARGER@USMC.MIL//

RMKS/1. 1ST MAW REQUESTS CMC/DCA APPROVAL FOR

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

ORIENTATION/INDOCTRINATION FLIGHT.

**When?**

1.A. PASSENGER: GENERAL IM A. MARINE L - DEPUTY COMMANDER

Quoted request from initial requester in chain

1.B. DATE: 1 JUL 2013

1.C. TYPE ACFT: MV-22B

1.D. JUSTIFICATION: GENERAL MARINE IS THE DEPUTY COMMANDER AND

SENIOR MARINE IN A KEY POSITION TO INFLUENCE MV-22 OPERATIONS

IN JAPAN. IT IS IMPORTANT FOR HIM TO UNDERSTAND MV-22 CAPABILITIES

IN CONTRAST TO THE REQUIREMENTS THAT HAVE BEEN FILLED BY THE CH-46E

ON OKINAWA. THIS FLIGHT WILL GIVE HIM A BROADER UNDERSTANDING OF THE

OPPORTUNITIES AND CHALLENGES OF OPERATING THE MV-22 IN OKINAWA AND

**Where?** (Vicinity of flight)

MAINLAND JAPAN.

1.E. WAIVER REQUESTED FOR NASTP. THE FLIGHT WILL NOT BE CONDUCTED

OVER WATER. SUPPORTING SQUADRON WILL ENSURE THAT A REVIEW OF MEDICAL

**Waivers:** Will flight require a waiver for NASTP.

RECORDS, CURRENT FLIGHT PHYSICALS, THOROUGH BRIEFS ON LIFE

SUPPORT/EGRESS SYSTEMS, AND MISSION BRIEFS ARE COMPLETED PRIOR TO

FLIGHT IAW REF D.

1.F. REMARKS: A NATOPS INSTRUCTOR WILL ACCOMPANY SNO AND EXECUTE

CONTROL OF THE AIRCRAFT DURING ANY CRITICAL PERIODS OF FLIGHT.//

UNQUOTE//