



# UNITED STATES MARINE CORPS

Unit Letter Head

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CO  
6 May 14

From: Commanding Officer, XXXX Unit  
To: Head, Ground Combat Element Branch, Plans Policies and Operations (POG)  
  
Subj: REQUEST FOR WAIVER TO ATTEND BASIC AIRBORNE COURSE IN CASE OF CORPORAL SHINY M. BELTBUCKLE 1234567890/0311 USMC  
  
Ref: (a) MCO 3120.11, Marine Corps Parachuting Policy and Program Administration

1. In accordance with paragraph 11a of chapter 5 of the reference, request a waiver be granted to Corporal Shiny M. Beltbuckle to attend the Basic Airborne Course.
2. Corporal Beltbuckle is not in a parachute billet and does not require the training to perform his current duties required by the Marine Corps.
3. Corporal Beltbuckle is a volunteer and understands the high risk nature of parachute training.
4. Corporal Beltbuckle is available to attend the Basic Airborne Course starting 21 Aug 2014 and graduating on 30 Oct 2014.
5. If this waiver is approved, this command understands that attendance at the course is conditional and based on quotas available beyond the requirements of Marines in parachute billets requiring the training or Marines with Commandant of the Marine Corps approved enlistment/retention incentives.
6. This command understands that fully funded orders are the responsibility of this unit.
7. Point of Contact at this command is Master Sergeant R. U. Motivated at 706-626- 5028 or romeo.motivated@usmc.mil.

I. M. INCOMMAND