



UNITED STATES MARINE CORPS

YOUR HEADER
YOUR ADDRESS
YOUR CITY, STATE AND ZIP CODE

IN REPLY REFER TO:

1430

CO

XX XXX XX

From: Staff Sergeant Hard C. Charger XXX XX ####/0000 USMC
To: Commandant of the Marine Corps (MMSB-10)

Subj: REQUEST FOR OFFICIAL MILITARY PERSONNEL FILE(OMPF)

Ref: (a) MCO P1070.12_

1. Per the reference, I am requesting a copy of my OMPF.
2. The below listed personnel are authorized to receipt for my OMPF and deliver it the Senior Member of the Commander, U.S. Marine Corps Forces Command Meritorious SNCO Selection Board:

- a. SgtMaj J. H. Marine
- b. GySgt I. C. Lead
- c. Cpl I. A. Marine

Signature