DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

COMMAND REQUEST LETTER (BATTALION OR REGIMENT LEVEL)

In accordance with MCO 1400.32D, please provide a specific recommendation and NOT just a forwarded recommending approval.



* **ENCLOSURES**

6105 COUNSELING (REQUIRED)

MISC ENCLOSURES

THE MARINE’S STATEMENT

* **REFERENCES**
	+ MCO P1400.32D W/CH 2
		- MARINE CORPS ENLISTED PROMOTION MANUAL

Within 30 days of submitting the advance notification of intent to delay or revoke the Marine's selection, a full detailed report of the circumstances will be forwarded by the commanding officer, via the chain of command, to the CMC (MMPR-2). The report will contain the commanding officer's specific recommendation for delivering, delaying, or revoking the appointment.

**The Marine's statement.** The Marine will be afforded the opportunity to review the commanding officer's recommendation, to include all information used by the commander to substantiate the recommendation. The Marine **Must**, at a minimum, submit a signed copy of one of the following statements (whichever one best fits the circumstances). The Marine may also provide additional comments in subsequent paragraphs or have someone prepare a statement on his or her behalf. Any third party statements must be endorsed by the Marine, acknowledging that the statement is submitted with his or her knowledge.

 **THIS PACKAGE HAS MET ALL CRITERIA ON THE CHECK LIST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* S-1 Signature