DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

 REQUESTOR LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

TBIR

DEPENDENT DATA SCREEN

BASIC ORIG ORDERS

MARRIAGE LICENSE (**IF APPLICABLE**)

MISC ENCLOSURES

* **REFERENCES**
	+ MCO 1300.8
		- MARINE CORPS PERSONNEL ASSIGNMENT POLICY
* **Requests for Tour Conversion for Enlisted Marines will be submitted by the Career Planner via TFRS**

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

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

S-1 Signature