**UNITED STATES MARINE CORPS**

***m***

IN REPLY REFER TO

5100

***XXX***

***DD Mmm YY***

From: ***CO/XO***

To:    Formal School Director, MCB Camp Pendleton, M10M8SA

Subj: GROUND SAFETY FOR MARINES (GSM) STUDENT NOMINATION FOR   
 ***rank, name***

Ref: (a) MCO 5100.29B

Encl: (1) Statement of Availability

(2) Safety Appointment Letter

(3) Risk Management Training Certificate

1. The following personnel are nominated for attendance at GSM class ***2023104 or 2023105:***

Rank Name EDIPI Email EAS

***Civ Marine, Joe S. 1234567890 joe.marine@usmc.mil 20221231***

2. There are no command requirements preventing personnel from attending the entirety of the course.

3. This command intends to have ***Marine, J.S.*** serve in the Ground Safety Officer/Manager billet for at least one year after completion of GSM.

4. Point of contact is ***(OIC/Supervisor name and contact information).***

***I. M. SAFETY***