**UNITED STATES MARINE CORPS**

“Unit Letterhead”

IN REPLY REFER TO:

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From: Commanding Officer or Ground Safety Officer,\*\*\*\*\*\*\*\*\*\*\*

To: Chief Instructor, Operations and Training, Base Safety Center

Subj: Collateral Duty Safety Representative Course (CDSR)

1. Request seats for the following personnel to attend the CDSR course scheduled for **(Date of course)**.

Nominees Names: Last/First/Rank/EDIPI/e-mail/Billet

2. Any questions please contact the unit’s Ground Safety Officer or Ground Safety manager. **(Name of the GSO or GSM instead of the title)**

 I. M. SAFETY