5100

OPS&TRNG

2 MAR 2021

From: Commanding Officer, Put your unit here

To: Rank, Full Name, EDIPI/MOS USMC

Subj: ASSIGNMENT TO UNIT GROUND SAFETY OFFICER/MANAGER

Ref: (a) MCO 5100.29C

1. Per the reference, you are hereby appointed as the Ground Safety Officer/Manager for put your unit here. You are responsible for all duties pertaining to this assignment.

2. You are to familiarize yourself with the reference.

3. This appointment remains in effect until revocation or transfer.

I. M. CO

FIRST ENDORSEMENT

From: Rank, Full Name, EDIPI/MOS USMC

To: Commanding Officer, Put your unit here

1. I hereby assume the duties as the Ground Safety Officer/Manger for put your unit here.

Y. R. NAME