**UNITED STATES MARINE CORPS**

“Unit Letterhead”

IN REPLY REFER TO:

5100

DD Mmm YY

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

To: Chief Instructor, Operations and Training, MCIWEST Safety Division

Subj: NOMINATION TO THE UNIT SAFETY REPRESENTATIVE COURSE 2023105

1. Request seats for the following personnel to attend the CDSR course scheduled for DD to DD MMM.

NAME RANK EDIPI E-MAIL

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2. Nominees are currently assigned unit safety duties.

3. There are no scheduled appointments, watch-stander duties, or other requirements preventing nominees from attending the entirety of the course. Absence due to bona fide emergencies will be handled on a case-by-cases basis. Failure to attend for any other reason will result in disenrollment from the course.

4. Point of contact is **(Name of the GSO or GSM and contact information).**

I. M. SAFETY