



UNITED STATES MARINE CORPS

RESERVE SUPPORT UNIT
PSC BOX 8015
MARINE CORPS AIR BASES, EASTERN AREA
CHERRY POINT, NORTH CAROLINA 28533-0015

IN REPLY REFER TO:

1320

RSU

Date:

From: _____
RANK FNAME MI LNAME SSN/MOS

To: Commanding Officer, Reserve Support Unit, MCABEAST

Subj: REQUEST FOR IMA ANNUAL TRAINING / ACTIVE DUTY SPECIAL WORK / RESERVE
COUNTERPART TRAINING (CIRCLE ONE)

3. Dates Requested: (include 1 days for travel if rated) _____

4. Home Address: _____

5. Home Phone: _____ Work Phone: _____

6. Travel request: POV (# miles one way to Duty STA) _____
GTR (departing from what airport) _____

7. Billet Requested: Yes / No.
(If yes, will you be making your own reservations? Yes / No)

8. Unit/Work Section you are requested orders to: _____

9. Billet Description / Justification: _____

10. Ht: _____ inches Wt: _____ lbs
_____/s/ _____

(date) _____

Unit/Work Section MEMORANDUM ENDORSEMENT

OIC/NCOIC: Approved / Disapproval /s/ _____

(date) _____

ROWS TRACKING # _____

Operational Sponsor: Approval / Disapproval /s/ _____

Funding: Approval / Disapproval /s/ _____

Admin: _____

HARD HOLDS: _____ LAST PHY EXAM: _____ LAST HIV: _____