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From: Commanding Officer, Headquarters Company, Security Battalion

To: Commandant of the Marine Corps, Headquarters Marine Corps (MMPR-2)

Via: Commanding Officer, Security Battalion

Subj: REQUEST FOR PROMOTION IN THE CASE OF LANCE CORPORAL FIRST M.

 LAST 1234567810/5524 USMC

Ref: (a) MCO P1400.32D W/CH 1

Encl: (1) 1130-Meop Form Musician Enlistment Option Program

 (2) MOL BIR

 (3) Height/Weight

 (4) NCO Promotion Panel

1. Per the reference, it is requested that Lance Corporal First M. Last be considered for remedial promotion of Corporal for the month of December 2022. Per enclosure (1), First M. Last should have been promoted after the completion of 36 months in time in service.

**RANK NAME EDIPI MOS DOR AFADBD**

LCPL First M. Last 1234567810 5524 20210201 20200720

2. The point of contact on this matter is the Headquarters Company First Sergeant, First Sergeant Orlando C. Freeman at (703)-784-6480 or email orlando.c.freeman@usmc.mil.

 M. R. MENCHACA