



**UNITED STATES MARINE CORPS**  
MARINE WING SUPPORT GROUP 37  
3D MARINE AIRCRAFT WING  
MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452047  
SAN DIEGO CA 92145-2047

IN REPLY REFER TO:

1000

S-1

From: Commanding Officer

To: Master Sergeant Jose Garcia 123456789/1234 USMC

Subj: BILLET DESCRIPTION IN THE CASE OF MASTER SERGEANT GARCIA

Ref: MCO 1000.XX

1. Effective your date of arrival at Marine Wing Support Group 37, 29 November 2018, you have been serving in the billet of the Operations Chief in the unit S-3. Retain this letter for your records in order to ensure your appropriate billet description for this tour posts in your official record.

2. The point of contact for this matter is Staff Sergeant Jonathan D. Bennamon, Personnel Chief at commercial: (858)577-7519, or via email: jonathan.bennamon@usmc.mil.

J. D. BENNAMON

By direction