

Required Documents:

(In order)

1. Consideration for Redesignation
2. Personal Essay
3. CG/CO Endorsements
4. Redesignation Pg.11 (Signed)
5. Letters of Recommendation
6. Any / All Pg.11s/UPBs from Marine's OMPF

THIS PAGE IS NOT REQUIRED
DO NOT INCLUDE THIS PAGE



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
SSIC
Code
DD Mon YY

From: Rank, Name, EDIPI, MOS
To: President, FY26 E8 USMC Redesignation Board
Via: (1) As required to obtain the first Commanding General in the chain of command

Subj: CONSIDERATION FOR REDESIGNATION

Ref: (a) MARADMIN ##

Encl: (1) As needed, list references and enclosures as needed below, in the order they are listed here

1. First paragraph will be a concise statement of why the application should receive favorable consideration.
2. Subsequent paragraphs can be added to provide additional information regarding any issues in the record that need clarification or explanation.
3. I understand that if selected for redesignation I will not be eligible for promotion to Sergeant Major until I have served 2 years time in grade as a First Sergeant and that I may receive permanent change of station orders requiring me to obligate additional service.
4. POC information.

F. M. LAST



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From: Rank, Name, EDIPI, MOS

To: President, FY26 E8 USMC Redesignation Board

Subj: PERSONAL ESSAY TO THE PRESIDENT OF THE BOARD

Ref: (a) MARADMIN ##

1. Explain to the President of the Board your reason(s) for redesignation from Master Sergeant to First Sergeant.
2. Why should you be considered for redesignation?
3. Explain why your redesignation is in the best interest of the Marine Corps.
4. POC information.

F. M. LAST