



UNITED STATES MARINE CORPS

YOUR UNIT LETTERHEAD
UNIT LETTERHEAD
CITY, STATE 12345-1234

IN REPLY REFER TO:

5000
JQP
26 Mar 09

From: Major John Q. Public XXX XX 1234/9999 USMC
To: Commanding General, Marine Corps Warfighting Lab
Via: (1) Commanding Officer, Your Unit
(2) Commanding General, First in Chain

Subj: APPLICATION FOR DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
(DARPA) SERVICE CHIEF'S PROGRAM

Ref: MARADMIN XXX/XX

Encl: (1) Undergraduate Transcripts
(2) Graduate Transcripts
(3) DAU Transcripts
(4) Military Biography

1. I respectfully request to be considered for the Defense Advanced Research Projects Agency (DARPA) Service Chief's Program.

2. Per the reference, the enclosures are submitted and the following information is provided:

- a. Quarters Requesting: FY10 QTR 1, FY10 QTR 3
- b. Current Tour/Rotation Date: Project Officer, 25 Dec 12
- c. Security Clearance/Adjudication Date: TS/SCI, 01 Apr 09

3. I can be reached at (703) 123-4567 or john.public@usmc.mil for questions regarding this application.

J.Q. PUBLIC