



UNITED STATES MARINE CORPS

MARINE SPECIAL OPERATIONS SCHOOL
U.S. MARINE CORPS FORCES
SPECIAL OPERATIONS COMMAND
PSC BOX 20185
CAMP LEJEUNE, NC 28542-0185

IN REPLY REFER TO:

1000

(your initials) IMM

28 Mar 14

From: Gunnery Sergeant Ivan M. Motivated

To: Commander, U.S. Marine Corps Forces, Special Operations Command

Subj: BIOGRAPHY OF GUNNERY SERGEANT IVAN M. MOTIVATED

(write in 3rd person)

Rank LName was born in City, State on Month Day, Year. He was raised and lived in City, State and graduated from XXX High School (or college). He is married to FName LName and has 3 children, FName 12(*age*), FName 7, and FName 5.

Rank LName enlisted *or* was commissioned in the Marine Corps on Month Day, Year. He graduated Month Day, Year from 3rd Recruit Training Battalion MCRD, Parris Island, SC.

From Month Year to Month Year he attended the XXX MOS School at Camp XXX, State to become a MOS Name (*Rifleman, Field Radio Operator, etc.*).

From Month Year to Month Year he was assigned as a billet to XX Major Subordinate Command, XXX Battalion, XXX Company where he completed XX schools, training, and served as various billets. He deployed with XX Unit, Battalion, Company as a XX billet, and any other deployments (*if applicable*). He received XX award(s) for XX actions during XX deployment/training/exercise (*if applicable*).

From Month Year to Month Year he was assigned as a billet to XX Major Subordinate Command, XXX Battalion, XXX Company where he completed XX schools, training, and served as various billets. He deployed with XX Unit, Battalion, Company as a billet, and other deployments (*if applicable*). He received XX award(s) for XX actions during XX deployment/training/exercise (*if applicable*).

From Month Year to present *or* Month Year (*if your billet has changed*), he was assigned to Marine Corps Forces, Special Operations Command, Marine Special Operations School, Section X as a XX (*original billet*). *Use the next sentence for each subsequent MSOS billet that you were assigned:* From Month Year to present *or* Month Year he was assigned as the XX billet (*Lead/Chief Instr, SNCOIC, XX Staff Billet, etc.*).

I. M. MOTIVATED

**If 2 pages are necessary, update the header that will appear when page 2 is created.*

**Delete all "blue type" on your copy.*