**UNITED STATES MARINE CORPS**

 (UNIT LETTERHEAD)

 1336

 S-1

 6 Apr 21

From: Commanding Officer, UNIT

To: Disbursing Officer, III Marine Expeditionary Force

Subj: LETTER OF DELAYED ARRIVAL TO OKINAWA JAPAN IN CASE OF LANCE

 CORPORAL JOHN SMITH 1234567892/0411 USMC

1. Lance Corporal Smith’s flight was delayed from Seattle, WA to Okinawa, JP due to flight maintenance. The flight was originally scheduled to depart on 1 June but departed on 2 June 2021 causing him to arrive in Okinawa JP on 3 June 2021.

2. Lance Corporal Smith is not to be charged (1) additional day as annual leave for the day he was delayed; lodging and messing was not provided.

3. If there are any questions concerning this matter, please contact Sergeant Admin Chief at DSN: (315) 645-0111 or email at sergeantadminchief@usmc.mil.

 I. M. COMMANDER

 By direction