1640

 UNIT

 DD Mmm YY

From: Command Requesting TR by SR

To: Corrections Analyst Chief, Law Enforcement, Investigations, and Corrections Branch,

 Marine Corps Installations Command, Headquarters, U.S. Marine Corps

Subj: SUPPLY MEMORANDUM ICO PRISONER FIRST NAME MI LAST NAME

 EDIPI/MOS USMC

Encl: (1) IIF Receipt

 (2) HHG/Pers. Effects Supporting Documents (POA, Inventories, Receipts, etc)

1. Prisoner (Last Name) has no issued gear in his name at this time.

2. Prisoner (Last Name) Household Goods/Personal Effects shipment/disposition is complete.

3. Point of contact for this memo is (Rank Last Name, First Name), commercial (123)456-7890 DSN 321 or first.last@usmc.mil

 FI. MI. LAST NAME