DELETE ALL RED LETTER NOTIFICATIONS BEFORE SUBMITTING

MSGID/GENADMIN/UNIT PLAD// (AMHS ADDRESS)

SUBJ/REQUEST TRANSFER BY SERVICE RECORD BOOK ICO MARINE CORPS PRISONER FNAME M.I. LNAME//

REF/A/MSGID:DOC/MCO 1640.3F/YMD:19990322//

NARR/REF A IS THE MCO FOR THE TRANSPORT/TRANSFER OF MARINE CORPS PRISONERS.//

POC/FNAME M.I. LNAME/GRADE/RANK/UNIT/-/TEL:XXX-XXX XXXX/EMAIL:IMA.MARINE@USMC.MIL//

GENTEXT/REMARKS/1. PER REF A, UNIT REQUESTS THE FOLLOWING PRISONER BE CONSIDERED FOR TRANSFER BY SERVICE RECORD BOOK:

1. FNAME, MI, LNAME/RANK/EDIPI/

2. DATE SENTENCED ADJUDGED AND PTA AWARDED:

A. DATE ADJUDGED: YYYYMMDD/

B. SENTENCE LENGTH: XX/ (Length of confinement adjudged, to include Pre-Trial Agreement)

C. DISCHARGE: XXXXX/ (Bad-Conduct or Dishonorable)

D. MINIMUM RELEASE DATE: YYYYMMDD//

3. CHARGES CONVICTED OF:

A. UCMJ ARTICLE XXX//

4. PRISONER’S CURRENT LOCATION: CONFINEMENT FACILITY//

5. PARTICIPATING IN VICTIM/WITNESS PROGRAM:

A. YES/NO// (If yes, Trial Counsel’s contact info)

6. THIS TR BY SR WILL ALLOW COMMAND TO OBTAIN A REPLACEMENT FOR THIS MARINE./-//