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UNIT

DD MM YY

From: Command Requesting TR by SR

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

Corrections Branch, Security Division, Plans, Policies, and Operations Department,

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

FI, MI, LAST NAME