

DEPARTMENT OF THE ARMY
Your BN/Co Letterhead
Fort Bragg, North Carolina 28310

Office Symbol

DD MMM YYYY

MEMORANDUM FOR Directorate of Planning, Training, Mobilization and Security (DPTMS),
Training Support Center (AMIM-BGO-TTT), Bldg A-5514, Fort Bragg, NC 28310

SUBJECT: Request for Training Equipment Support

1. Request the following items to be used on temporary loan. These items will be used for X
Co, XX BN for base training operations.

DVC# / Part #/ NSN	Nomenclature	Quantity
23-111	Code 27 MILES (IWS2)	40
FB08-51	Rescue Randy 165lbs	10
T07-96	Dummy M4	20
T20-03	AK-47	20

2. The above items will be picked up on DD MMM YYYY and returned NLT DD MMM
YYYY.

3. SGT Smith is certified and will be conducting training using the _____. (note:
This statement is only needed for the following items: MILES, IEDES, TC3X, Artillery or Small
Arms simulators).

5. The unit understands that an appointment does **not guarantee** that all equipment requested is
available for issue.

6. The POC for this memorandum is the LT Joe Snuffy at 910-396-XXXX or
joe.snuffy@us.army.mil.

Person on Signature Card
CPT, QM
Commanding

NOTES:

1. Anyone on the signature card can sign the memo if the request is less than 30 days. If the
equipment is needed longer than 30 days, the commander must sign it.
2. Borrowed equipment cannot leave the state of NC. If the unit is trying to do an exception
to policy, discuss with the TSO and the Hand Receipt holder.