

DEPARTMENT OF THE ARMY
Your BN/Co Letterhead
Fort Lee Virginia 28301

Office Symbol

DD MMM YYYY

MEMORANDUM FOR Directorate of Planning, Training, Mobilization and Security (DPTMS),
Training Support Center (IMLE-PLT), 453 1st Street, Fort Lee, VA 23834

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. This training will certify that X Co, XX BN is fully trained in preparation for the upcoming JRTC rotation in support of assuming the GRF1, MM YYYY.

DVC# / Part #/ NSN	Nomenclature	Quantity
23-67	M4 (IWS)	50
23-70	M240 (IWS)	5
23-101	Universal Controller device	2
N/A	--	--

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

3. X Co, XX BN DODAAC is W22566.

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

5. The POC for this memorandum is the LT Joe Snuffy at 804-734-XXXX or joe.snuffy@us.army.mil.

THOMAS T. TROOPER
CPT, QM
Commanding