IN REPLY REFER TO:

 4400

 MT

 Date

From: Motor Transport Maintenance Chief, Your Unit

To: Commanding Officer, Your Unit

Via: Maintenance Management Officer, Your Unit

Subj: USING UNIT RESPONSIBILITY ITEMS AUTHORIZATION LETTER

Ref: (a) MCO 4400.150

 (b) MCO P4790.2C

 (c) SL-3-11668A

 (d) SL-3-11886A

 (e) TM 4700-15/H CH 1-4

Encl: (1) Common 10 SL-3 extract

 (2) General Mechanics Tool Kit SL-3 extract

 (3) Garrison Special Tool list SL-3

1. Per references (a), (b), and (c), I am requesting the items and quantities listed in enclosure (1). Enclosure (2) has the requested quantities listed from reference (d) for each item needed per Tool Kit. All other items not listed in enclosures (1) and (2), with a quantity of AR (as required) will be designated as zero. All tool Stock Lists that will need to be modified or locally generated will be maintained in accordance with references (a) and (e).

2. Per reference (a) Garrison Special Tools needed to meet garrison peculiar requirements that are not required to conduct authorized levels of maintenance on organic equipment or in support of the unit mission are listed in enclosure (3) and will be maintained in accordance with reference (e). Items requested are not available in other end items/tool kits already on the unit’s Table of Equipment.

3. The point of contact for this matter is Rank Name, DSN (123)456-7890 or Your.Name@usmc.mil.

 I. M. MARINE