

 IN REPLY REFER TO:

 4790

 UT

 2 Sep 14

From: Utilities Platoon Commander, Combat Engineer Company

To: Lance Corporal Carl E. Matt 1455837797/0411 USMC

Subj: APPOINTMENT AS EQUIPMENT RECORDS CLERK FOR THE UTILITIES PLATOON

Ref: (a) MCO P4790.2C

 (b) MCO 4400.150

 (c) TM 4700-15/1H

 (d) DivO P4790.1F

 (e) MCO 4790.25

1. You are hereby appointed as the Equipment Records Clerk for the Utilities Platoon.

2. You are required to familiarize yourself with the contents of the references and be guided by them in the performance of your duties.

3. This letter will be retained as a permanent part of your desktop folder.

 O. O. GONZALES

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 UT

 2 Sep 14

FIRST ENDORSEMENT

From: Lance Corporal Carl E. Matt 1455837797/0411 USMC

To: Utilities Platoon Commander, Combat Engineer Company

Subj: APPOINTMENT AS EQUIPMENT RECORDS CLERK FOR THE UTILITIES PLATOON

1. I have read and understand the references and I am aware of my duties and responsibilities as the Equipment Records Clerk.

C. E. MATT